

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, December 6, 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

1. Call to Order at 6:00 PM
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Terri Childs	___X___	_____
Vice-Chair: Jennifer Berryhill	___X___	_____
Treasurer: Michael McCambridge	___X___	_____
Secretary: Susan Willard	___X___	_____
Parliamentarian: Dr. John 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 N/A
6. Approval of the Agenda for December 6, 2018
Motion to: Approve
Made by: Jennifer/Dr. Mac
Motion is: Carried 4-0

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) N/A
2. Parent Advisory Council (PAC) – Informational (10 min)
 - Pamela Keller shared how appreciative they were for all of the clothing & items that were donated for the 4 families that were affected the fires. Our parent, Teresa, helped her son, Ty, set up a “Go Fund me” account, which raided a little over \$5,000. Chandra’s family was unfortunately one of the 4 that lost their home. We hope to have her continue helping with PAC when she is able to. Chandra will be Vice President of PAC, two parents (Jennifer and Bambi) are going to be sharing the role of Secretary. Another parent, Brandi, has offered to look into field trips for the older students & activities for teens. The Holiday Showcase is scheduled for Dec. 13, 11:00 am – 1:00 pm.
3. Teacher’s Report – Informational (10 min) N/A
4. Oxnard Report (10 min)
 - Maria shared that the Oxnard resource center remained opened on the week following the fires. There were even Westlake families that attended the math lab in Oxnard. This was the last week of fall workshops although high school students will continue to attend credit worthy courses such as College and Career, Intro. To Law, all of the science labs, and the math courses. We will now start a modified schedule to support our students in Math, ELA, and give them a space to study by hosting math labs, ELA labs, and a focus room on Mondays and Wednesdays from 10-1 until the next set of workshops start the end of January.
5. Student Report – Informational (10 min)
 - Mia Fischer shared things she has enjoyed and learned at ROA.
6. Career Pathways Report – Informational (10 min)
 - Kathy shared information from the P-20 Education Summit on November 26th that focused on “Building partnerships in education”. Kathy also shared what members of the panel at the P-20 Education Summit had to say: Vance Brahosky, Mike Soules, Drew West, and Peter Zierhut. Kathy shared results of survey questions given to the Disneyland students.
7. High School Guidance Counselor—Informational (10 min)
 - Richard shared we have 12 students enrolled in CEC classes this semester. CEC will host their Holiday Open House next Wednesday, December 12, from 6-8 pm on the Camarillo campus. PSAT results from the October exam have been issued to Richard and will be available for students and parents next week, via email. Our local community colleges begin their second semesters in January and students and parents have been alerted to registration procedures. ROA is currently in the process of adding courses to our NCAA approved list, via the use of Edgenuity. For our seniors, the financial aid and scholarship season is just beginning! The FAFSA is open and available for submission.

5) REPORTS

1. Board Chairperson’s Report
 - Teri reported the Health and Wellness Expo was a rousing success considering that it was a first time for the event. There was a great turn out and experience with the booths and discussions and presenters. She was impressed with the organization and left feeling very positive.

2. Director's Report

Claudia shared "It's been just barely one month since all the tragedies hit, and yet it seems so long ago. We have at least 4 families who lost their homes and several more who are displaced. We are stunned by the outpouring of help that our community extended to those who needed it. We had not only bags and bags of clothing and other items, but multiple gift cards and one of our 3rd grade students, Ty, established a GoFundMe page that collected over \$5000.00

Bev and I will be working with the Director of CVUSD for food services and hopefully, our problem will be solved by using them to serve the healthy meal to our kids. We are going to start with breakfast, and if we find that it's workable, we can always discuss changing or adding to breakfast.

Our Wellness Expo went well. We did have unfortunately 30 no shows, which was very disappointing. However, we had a good number of walk-ins as well, and overall the event was a success."

- Teaching and Learning (Goal A) – Increase student achievement in the area of mathematics: Leslie and Maria reported. Teaching and Learning (Goal B) – Expand the College and Career Pathway: Kathy reported on this.
- Teaching and Learning (Goal C) – Expand ROA's High School program. Kathy reported on this.
- Staff Development and Training – Goal A: Provide ongoing professional development to all staff: Different staff members are planning on attending upcoming conferences in the new year.
- Technology: N/A
- Budget: Total students: 289; 101 High School and 188 TK-8 – two waiting to be enrolled: one high schooler and one 7th grader. Oxnard: 99; 21 HS and 78 TK-8
- Oxnard Resource Center: Maria reported on this.
- Board Development and Training – N/A

3. Individual Board Member Report

- Dr. Mac reported that he too was at the Education summit and he was most amazed at the fact that the he learned about students not being able to write any more. Dr. Mac says that he too sees that at the university level.

4. BSA Report - Benny will report during 1st Interim Report Item

5. VCOE Report

- Marlo - no 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 November 1, 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
5. Consideration to approve the ROA PAC Transaction Detail Report

Public Comments: None
Motion to: Approve
Made by: Jennifer/Susan
Motion is: Carried 4-0

7) ACTION ITEMS

1. Review, Discussion, and Approval of stipends to be paid to our CEC teachers, Michal Rosenblum, Leanne Staback and Kathy Jackson for each career pathway class they are teaching, not to exceed \$1,000/class/semester (Fall 2018 and Spring 2019). Paid with grant funds. For a total of \$2,000 for Kathy Jackson; \$4,000 for Leanne Staback and \$4,000 for Michal Rosenblum.

a) These CTE classes are a lot of extra time for our teachers in addition to the additional prep time to create these courses. We hope that by next year, they will be self-sustaining.

Public Comments: None
Motion to: Approve
Made by: Jennifer/Dr. Mac
Motion is: Carried 4-0-1 with Terri, Jennifer, Susan, and Dr. Mac in favor

2. Review, Discussion, and Ratification of additional salary steps for our ADA teachers. Salary schedule attached.

a) Our part-time teachers are paid by ADA and we currently have 6 steps in place. We are now having teachers who have been with us for several years and have reached step 6. We therefore would like to add an additional 5 steps. See the attached salary schedule for more information on the step increase. The budget committee did discuss this at the meeting in October.

Public Comments: Claudia made the correction is made that there are only 5 steps in place right now, not 6 as stated above.
Motion to: Approve
Made by: Susan/Dr. Mac
Motion is: Carried 4-0-1 with Terri, Jennifer, Susan, and Dr. Mac in favor

3. Review, Discussion, and Approval to Review, Discussion, and Approval of the 2018-19 1st Interim Budget. (Benny)

a) In accordance with Education code 47604.33(a): Each charter school shall annually prepare and submit the following reports to its chartering agency and the county superintendent of schools, or only to the county superintendent of schools if the county board of education is the chartering agency: (1) On or before December 15, an interim financial report. This report shall reflect changes through October 31.

Public Comments: Benny explains budget, including the cost of living increase and the adjustment to the revenue and the one-time funds that have been approved by the Governor. Benny explains the revenue first and then the expenses. Benny used CBEDS date enrollment of 285. Last Friday, we were at 286, however, today we are at

289. Benny keeps track of the enrollment weekly. We are conservative with projections due to the large attrition. When we adopted this budget, we were only projecting 255 students for this year. By CBEDS we already surpassed that. We are trending in a positive direction. What does this do to the revenues? On page 6 of 17 we show what an additional 30 students does: Those 30 students estimate about \$285,000 more in income. The governor decided to give less in one-time funds but more in permanent funds. Benny increased Career Pathway money due to additional expenses. We still have about \$100,000 to spend in this grant. Richard's salary, as well as Kathy's stipend are paid from that grant. State SPED income, budgeted at less than what we are given by the County. We increased our revenue so far a pretty large increase. Expenses also increased due to increased enrollment and our teacher salaries went up with that. We have about an extra \$165,000 to spend for meeting the SB740 requirements

Motion to: Approve

Made by: Jennifer/Dr. Mac

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

4. Review, Discussion, and Ratification of the "More Prepared" Quote for an additional 5 new Lockdown kits and 3 replenishment ones, and an additional pack of 48 energy bars. Not to exceed \$625.40

Public Comments: None

Motion to: Ratify

Made by: Dr. Mac/Jennifer

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

5. Review, Discussion, and Approval of the renewal of our membership to the CCSA (California Charter School Association) not to exceed: \$2,600.00
 - a) This has been one of our association memberships. Staff attends their annual conference. This membership advocates for charters within the state, helps with charter renewal, and more.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Susan

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

6. Review, Discussion, and Approval of the renewal our i-Class Pro subscription, not to exceed: \$1,548.00 (for one year; good from 12/1/2018-12/1/2019).
 - a) We use i-Class as our sign-up platform for our workshops and classes. This has become a very valuable tool for our families to register and to keep record of workshop attendance, group emails and more.

Public Comments: None

Motion to: Approve

Made by: Susan/Dr. Mac

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

- 7. Review, Discussion, and Approval of the negotiations to enter into a lease for Suite 920V (next door) in lieu of our current Suite 910B (upstairs) at an additional cost of about \$840.00/month.
 - a) We discussed this with Benny, and the facility leases at \$1.75/square foot as compared to \$2.02 or the suite upstairs. It is, however, 1470 square feet. Hence there is an additional \$840 (approximately)/month cost added. We have been asking to lease this facility for a while, however, the tenant at the time did not want to move until now.

Public Comments: None

Motion to: Approve

Made by: Susan/Susan

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

8. CLOSED SESSION

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

- 1. None

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

9. OPEN SESSION ACTION ITEMS

Public Comments: N/A

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 @ 7:45 PM Jennifer/Dr.Mac