

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, March 7, 2019

7:00 p.m. NEW TIME

Regular Meeting Location

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

AGENDA

1) OFFICIAL OPENING OF THE MEETING

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

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

- 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 March 7, 2019
 - Motion to:*
 - Made by:*
 - Motion is:*

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)
2. Parent Advisory Council (PAC) – Informational (10 min)
3. Teacher’s Report – Informational (10 min)
4. Oxnard Report (10 min)
5. Student Report – Informational (10 min)
6. Career Pathways Report – Informational (10 min)
7. High School Guidance Counselor—Informational (10 min)

5) **REPORTS**

1. Board Chairperson’s Report
2. Director’s Report
3. Individual Board Member Report
4. BSA Report
5. VCOE 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 February 7, 2019 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:

Motion to:

Made by:

Motion is:

7) **ACTION ITEMS**

1. Review, Discussion, and Approval the following change in the Employee Handbook:

Personal Necessity Leave

A maximum of seven (7) days per year of current and accrued sick leave may be used for personal necessity.

Personal necessity is defined as circumstances of a serious nature, which the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of work.

Events justifying personal necessity leave will include:

1. Death of a member of your immediate family when additional leave is required beyond that provided in the bereavement leave policy.
2. Up to one day will be allowed to attend the funeral of a close friend or non-immediate family member.
3. An accident involving your personal property, a member of your immediate family, or an immediate family member's property.
4. Appearance in court as a litigant or a witness under subpoena.
5. Incapacitating illness of a member of your immediate family.
6. Imminent danger to your home as a result of earthquake, fire, or flood.
7. Other occasions you cannot reasonably be expected to disregard until other than working hours.
8. Religious holiday.

Accrued sick leave or personal necessity leave does carry over from year to year and is not paid out upon separation from employment. No more than two PNL days can be taken consecutively.

Public Comments:

Motion to:

Made by:

Motion is:

2. Review, Discussion, and Approval of the estimate from Brucar Locksmith to replace the door locks for both facilities. Not to exceed \$1,687.86 for the Westlake facility and \$461.75 for Oxnard for a total not to exceed: \$2,149.61.
 - a) As per the suggestion from the Sheriff looking at our door handles inside the office, the recommendation was made to install door handles that have locks on the inside.

Public Comments:

Motion to:

Made by:

Motion is:

3. Review, Discussion, and Approval of the contracts for our vendors for the spring intersession from April 29-May 24, 2019 (4 weeks); not to exceed a total of \$3,204.00 for Westlake and \$3,580.00 for Oxnard.

Westlake:

 - a) Michael Voogd, martial arts; 2 classes; \$800.00
 - b) Michal Hasoon; glass fusion; not to exceed \$1,104.00
 - c) Nick Fraher, Professor Egghead; Astronauts; not to exceed \$600.00
 - d) Jennifer Gados, yoga and mindfulness; not to exceed 300.00
 - e) Diane Darakjian; art; \$400.00

Oxnard:

- a) VitaArt, (ceramics); \$600.00
- b) PlayWell; lego/robotics; 2 classes; \$1,400.00
- c) Michal Hasson, glass fusion; \$880.00
- d) Jennifer Gados, yoga and mindfulness; \$300.00
- e) Diane Darakjian; art; \$400.00

Public Comments:

Motion to:

Made by:

Motion is:

- 4. Review, Discussion, and Approval of the Engagement Letter for CliftonLarsonAllen, LLP for the June 2019 audit.

- a) CLA is our audit firm. This letter discusses the details of their engagement as our auditors.

Public Comments:

Motion to:

Made by:

Motion is:

- 5. Review, Discussion, and Approval of the quote from DataZelle (Eugene Park) to create a comparative analysis of the CAASPP results comparing to Golden Valley, Conejo Unified, Oxnard Elementary and Oxnard Union High, including subgroups and a 3D Map. Not to exceed \$2,200.00

- a) In preparation of our programmatic and upcoming charter renewal, we would like to obtain this comparison data. This should help us with a visually attractive presentation to the board and being able to supply all the subgroup information that they may ask for.

Public Comments:

Motion to:

Made by:

Motion is:

- 6. Review, Discussion, and Approval of the following change of our math policy for our high school graduation requirements. This policy will be added to our High School Handbook for 2019-20. No financial impact.

- a) *Any student taking a-g Algebra 1A (one year class) and a-g Algebra 1B (one year class) will get two years of math credit. However, such student has to take 4 years of math courses to meet the graduation requirements. This policy will become effective with the 2019-20 school year.*

Public Comments:

Motion to:

Made by:

Motion is:

- 7. Review, Discussion, and Approval of the quote from Aztec Data Supply for 30 more laptops and supplies as well as one additional laptop cart. Not to exceed: \$23,267.89.
 - a) Due to an increase in our student population and an increase in students attending our focus rooms, we are in need of more laptops to be able to serve our students properly.

Public Comments:

Motion to:

Made by:

Motion is:

- 8. Review, Discussion, and Approval of the quote from Aztec Data Supply for two (2) Apple 13-inch MacBook Pro and Microsoft Office Home and Student 2019 for use by the Director and the Lead Teacher. Not to exceed \$1,683.83 each.
 - a) Both staff members have used their own personal laptops for the last 6 years at River Oaks. At this time, those laptops are getting old. The laptops' primary use is for work.

Public Comments:

Motion to:

Made by:

Motion is:

- 9. Review, Discussion, and Approval of the quote from Aztec Data Supply for an HP Laserjet Pro M452dw Wireless Color Printer for our Oxnard facility. Not to exceed: \$518.19.
 - a) The Oxnard facility is in need of a 2nd and a color printer to help staff with printing a variety of necessary work and office documents.

Public Comments:

Motion to:

Made by:

Motion is:

- 10. Review, Discussion, and Approval of the quote from MacGraw Hill for the "Business and Personal Finance" hardcopy book: McGraw-Hill Business and Personal Finance Student Textbook; Not to exceed: \$1,344.15 and, the "Entrepreneurship" not to exceed: \$1,235.25 for a total not to exceed of: \$2,980.32.

- a) We need additional textbooks for our students who are taking these CEC courses, which are offered at our resource centers. This is paid for with grant money.

Public Comments:

Motion to:

Made by:

Motion is:

11. Review, Discussion, and Approval to purchase two Maxx Cold Single Door Merchandiser Refrigerators. One for Oxnard and one for Westlake to meet the new requirements to offer one healthy meal/day starting with the 2019-2020 school year. Not to exceed \$1,625.00 (approximate tax and delivery included) each.

a) These are NSF approved refrigerators, which are required at both sites to keep the food properly cooled.

Public Comments:

Motion to:

Made by:

Motion is:

12. Review, Discussion, and Approval of a stipend for Leanne Staback, Kathy Jackson, Michal Rosenblum for teaching the career pathway grant classes (Hospitality (1 class-2 teachers), Networking (2 classes-1 teacher), CCS (1 class/2 teachers); not to exceed \$2,000 per teacher/class for the spring semester (grant funded).

Public Comments:

Motion to:

Made by:

Motion is:

13. Review, Discussion, and Approval of the 2018-19 2nd Interim Budget (Benny).

a) Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and for the subsequent two fiscal years, in accordance with Education Code Section 42131. The Second Interim Report covers the financial and budgetary status for the period ending January 31, 2018.

Public Comments:

Motion to:

Made by:

Motion is:

14. Review, Discussion, and Approval of the Academic Innovations quote for workbooks, etc. for the 10-year Plan (College and Career Seminar) and for online license renewal. Not to exceed: \$2,872.25.

a) CCS uses these workbooks and online licenses for their class. Since this is a graduation requirement, all high school students have to take this class before they can graduate. With the anticipated growth, we are setting out to purchase enough licenses and materials.

Public Comments:

Motion to:

Made by:

Motion is:

- 15. Review, Discussion, and Approval of the quote from Frank Gonzalez to install a hot water heater at our sink in the Westlake office to meet the Health Departments requirement to pass the health inspection to serve food next school year. Installation not to exceed: \$1,100.00 (\$425 labor the remainder is materials).

Public Comments:

Motion to:

Made by:

Motion is:

- 16. Review, Discussion, and Approval of a Cafeteria Clearing Account.

- a) Due to the fact that we now have to serve a meal starting with the 19-20 school year, we need to add such an account to handle the money that will be generated through that.

Public Comments:

Motion to:

Made by:

Motion is:

8. CLOSED SESSION

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

- 1. Public Employment

- a) Title: Director Evaluation

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

9. OPEN SESSION ACTION ITEMS

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