

**River Oaks Academy**  
REGULAR MEETING OF THE GOVERNING BOARD

**Thursday, August 15th, 2019**

**7:00 PM**

**REGULAR MEETING LOCATION**

River Oaks Academy  
920 Hampshire Road, Suite X  
Westlake Village, CA 91361  
[www.riveroakscharter.com](http://www.riveroakscharter.com)

**AGENDA**

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**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	_____	_____
Board Member:	_____	_____
Board Member: Denise Filz	_____	_____
Treasurer: Dr. Michael McCambridge	_____	_____
Parliamentarian: Dr. 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. Motion to Approve the Agenda for August 15, 2019
  - Motion to:*
  - Made by:*
  - Motion is:*

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

#### **5. REPORTS**

1. President’s Report
2. Individual Board Member Report
3. Director’s 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 June 6, 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 PAC Transaction Detail Report

#### **7. ACTION ITEMS**

1. Review, Discussion, and Approval of the resignation of Susan Willard as board member and board secretary.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

2. Review, Discussion, and Approval of the parent nominated board member Jennifer Daugherty who will be replacing Susan Willard.

*Public Comments:*

*Motion to:*

*Made by:*  
*Motion is:*

- 3. Review, Discussion, and Approval of the change of date of the Board Retreat, an organizational and informational meeting to Sunday, August 25, 2019 from 11:30-4:30 pm.

*Public Comments:*  
*Motion to:*  
*Made by:*  
*Motion is:*

- 4. Review, Discussion, and Ratification of the purchase of two credit card slots for the vending machines (one at each site). Not to exceed \$800 total.

*Public Comments:*  
*Motion to:*  
*Made by:*  
*Motion is:*

- 5. Review, Discussion, and Approval of the 1-Year Meraki MR26 Renewal quote for our Meraki MR Enterprise Cloud Controller License and Access Points. Not to exceed: \$975.87.

*Public Comments:*  
*Motion to:*  
*Made by:*  
*Motion is:*

- 6. Review, Discussion, and Approval of the Education/Tuition Reimbursement Policy.
  - a) This policy has been drafted by the lawyers and would be used to support our staff for programs that would contribute to the school, such as a program to add an administrative credential.

*Public Comments:*  
*Motion to:*  
*Made by:*  
*Motion is:*

- 7. Review, Discussion, and Ratification of the SEL program; not to exceed: \$499.80
  - a) This is the program that has been chosen to be used for our SEL delivery for our high school students. In order to prepare properly for the fall, we ordered this program during the summer.

*Public Comments:*  
*Motion to:*  
*Made by:*  
*Motion is:*

- 8. Review, Discussion, and Approval of the quote of Edgenuity for 75 licenses for academic content for students during the 2019-20 school year. Not to exceed: \$7,250.00
  - a) We have used Edgenuity as a provider of our online content for the last several years. It serves our students well, when they need an online option for academics.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 9. Review, Discussion, and Approval of the renewal quote for renting our storage unit. Not to exceed: \$4,499.00 for 12 months
  - a) We use this storage unit to store our files and other materials, to which we don't need access all the time due to space issues.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 10. Review, Discussion, and Approval of the quote of School Specialty/Triumph Learning for math and ELA curriculum. Not to exceed \$14,049.52
  - a) We have used Triumph Learning for several years now. This curriculum has been well-liked and used for many of our students.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 11. Review, Discussion, and Approval Math Tutor Job Description.
  - a) Starting with the 2019-20 school year, all of our math tutors are becoming ROA employees. We drafted a job description, which we have for all of our employee's positions.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 12. Review, Discussion, and Ratification of the renewal of our Liability and Worker's Compensation & Employer's Liability insurance with CharterSafe. Effective date: July 1, 2019-July 1, 2020. Not to exceed: \$41,158.00

*Public Comments:*

*Motion to:*  
*Made by:*  
*Motion is:*

13. Review, Discussion, and Approval of all future board meetings to start at 6:30 p.m.

*Public Comments:*

*Motion to:*  
*Made by:*  
*Motion is:*

14. Review, Discussion, and Ratification of the 2019-20 Agreements between River Oaks Academy and Special Education Vendors (July 1, 2019-June 30, 2020) (10 min)

- a. Mary Beth Adams, Resource Specialist (Oxnard and Westlake), not to exceed: \$40,320.00
- b. Richard Jenkins, Special Education Consultant, not to exceed: \$11,000.00
- c. Sofia Kotian, Speech Therapist (Oxnard only), not to exceed: \$16,325.00
- d. Patti Murray, Speech Therapist (Westlake), not to exceed: \$26,200.00
- e. Sherry Franzino, Resource Specialist (Westlake), not to exceed: \$30,240.00
- f. Empire Therapeutic & Creative Services, Counseling services (Oxnard and Westlake), not to exceed: \$10,000
- g. Nayri Shmavonian, Psychologist (Oxnard and Westlake), not to exceed: \$11,000.00
- h. Michelle Endres, Resource Specialist (Oxnard and Westlake), not to exceed: \$3,000.00

*Public Comments:*

*Motion to:*  
*Made by:*  
*Motion is:*

15. Review, Discussion, and Approval of 2019-20 Fall Agreements between River Oaks Academy Enrichment Workshop Vendors (Westlake Resource Center). Workshops start the week of September 23 and will run for 10 weeks. (10 min)

- a. Alex Porter, Hip Hop and Yoga classes, not to exceed: \$480.00
- b. Andrea Diamond, STEM classes, not to exceed: \$3,040.00
- c. Art & You, Art Classes, not to exceed: \$3,835.00
- d. Breakthrough, Sports, not to exceed: \$1,300.00
- e. Christopher Gostanian, Journalism & ELA Lab, not to exceed: \$1785.00
- f. Dallas James, Improvisation, not to exceed: \$2,000.00
- g. Diane Darakjan, Art workshops, not to exceed: \$3,600.00
- h. Egghead, Egghead Detectives and Lego classes, not to exceed: \$3,200.00
- i. Jennifer Gados, Yoga & Mindfulness, not to exceed: \$1,425.00
- j. Jesse Hulse, Public Speaking, not to exceed: \$1,250.00
- k. Jon Bernstein, Creative Writing/Find Your Voice, not to exceed: \$2,400.00

- l. Ken Mazur, Music Workshops, not to exceed: \$2,250.00
- m. Larry Scott, Chess workshops, not to exceed: \$2,000.00
- n. Laura Sether, Academic Writing, not to exceed: \$14,280
- o. Lee Corkett, Photography workshops, not to exceed: \$2,000.00
- p. LIFT Cooking classes, not to exceed: \$5,700.00
- q. Marcela Pomodoro, Spanish classes, not to exceed: \$1,760.00
- r. Michael Voogd, Animation and Martial Arts workshops, not to exceed: \$3,600.00
- s. Michal Hassoon, Glass Fusion classes, not to exceed: \$4,968.00
- t. Neal Friedman, Robotics, not to exceed: \$4,636.00
- u. Patrick Gordan, Keyboarding classes, not to exceed: \$950.00
- v. Playwell Technologies, not to exceed: \$2,000.00
- w. Ralph D'Ignazio, Guitar, not to exceed: \$3,000.00
- x. Richard Senate, History classes, not to exceed: \$540.00
- y. Soroya Thenoz, French and Latin workshops, not to exceed: \$2,000.00
- z. Vita Art, Ceramics, not to exceed: \$4,800.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 16. Review, Discussion, and Approval of 2019-20 Fall Agreements between River Oaks Academy Enrichment Workshop Vendors (Oxnard Resource Center). Workshops start the week of September 23 and will run for 10 weeks. (10 min)
  - a. Chirstopher Gostanian, Journalism, Focus Room/SAT Prep, ELA Lab, not to exceed: \$3,290.00
  - b. Dallas James, Improvisation classes, not to exceed: \$1,000.00
  - c. Daniela Frias, science classes, not to exceed: \$960.00
  - d. Diane Darakjian, art classes, not to exceed: \$4,600.00
  - e. Human Nature Center, Meg Hiesinger, Nature Art, not to exceed: \$1,960.00
  - f. Jennifer Gado, Yoga & Mindfulness, not to exceed: \$1,425.00
  - g. Jon Bernstein, Creative Activist, not to exceed: \$1,200.00
  - h. Larry Scott, Chess Workshop, not to exceed: \$800.00
  - i. Laura Sether, Academic Writing, not to exceed: \$4,800.00
  - j. Marcela Pomodora, Spanish classes, not to exceed: \$2,240.00
  - k. Michael Voogd, Martial Arts and Cartooning classes, not to exceed: \$1,600.00
  - l. Michal Hasson, Glass Fusion, not to exceed: \$4,968.00
  - m. Neal Friedman, Robotics, not to exceed: \$1,952.00
  - n. Playwell Technologies, Legos, not to exceed: \$1,125.00
  - o. Ralph D'Ignazio, Guitar/Digital Music, not to exceed: \$3,000.00

p. Vita Art, Art History, Ceramics and Art, not to exceed: \$4,700.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

17. Review, Discussion, and Approval of the agreements with our ELA tutors for the 2019-20 school year (both resource centers):

a. Vivian Rhoades, ELA tutoring, not to exceed: \$3,000.00

b. Laura Sether, ELA tutoring, not to exceed: \$3,000.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

18. Review, Discussion, and Approval of the 2019-20 Agreement with Polli Vlastic for Vision and Hearing Screenings, August 20, 2019 through May 31, 2020, Not to exceed: \$800.00 (5 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

19. Review, Discussion, and Approval of the 2018-19 ROA Unaudited Actuals Financial Budget and Report (Benny/Rudy 10 min.)

a) Per Education Code 42100, Charter schools are required to submit the 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.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

20. 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 2019-May 2020) (10 min)

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

21. Review, Discussion, and Approval of the 2019-20 Agreement between River Oaks Academy and Ellen Smith. Not to exceed \$1,500.00 (10 min)
- a. Ellen Smith will be facilitating the board retreat this year. The board retreat has been scheduled for August 25<sup>th</sup>, 2019.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

22. Review, Discussion, and Approval of the following new positions for the 2019-20:

192000036	Educational Facilitator #13
192000037	Educational Facilitator #14
192000038	Educational Facilitator #15
192001001	Math Specialist #1
192001002	Math Specialist #2
192001003	Math Specialist #3
192001004	Math Specialist #4
192001005	Math Specialist #5

23. Review, Discussion, and Approval of the following stipend for Yoko Mimori for Japanese classes and Community Service classes. Not to exceed \$1,520.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

24. Review, Discussion, and Approval of the following quote for DataZelle for additional data analysis and charts for charter renewal. Not to exceed: \$2,847.00

*Public Comments:*

*Motion to:*

*Made by:*



*Motion is:*

25. Review, Discussion, and Ratification of the additional hours for Kelsey Rouse, summer front office clerk. Not to exceed: \$915.00

*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:

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: