

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

**Thursday, June 6, 2019**  
**7:00 p.m.**

**REGULAR MEETING LOCATION**

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

**MINUTES**

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**1. OFFICIAL OPENING OF THE MEETING 7:03 pm**

- 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-Chairman: Jennifer Berryhill	<u>      </u>	<u>  X  </u>
Secretary: Susan Willard	<u>  X  </u>	<u>      </u>
Treasurer: Dr. Michael McCambridge	<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. Motion to Approve the Agenda for June 6, 2019

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

**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 graduation went smoothly, and appreciated the great job Hospitality students did that day with set up and serving lunch.
3. Teacher’s Report – Informational (10 min)
  - a. Leslie shared make up CAASP testing went really well. May 23<sup>rd</sup> was High School Orientation Night.
4. Oxnard Resource Center Report—Informational (10 min)
  - a. Maria shared we had 100 % participation with CAASP testing. There was an incident with a homeless lady living in the restroom. Keys were changed.
5. Student Report – Informational (10 min) None
  - a. Kathy shared they finished *The 7 Habits of Highly Effective Teens*. Hospitality did a great job helping with the graduation. The Hospitality Course is articulated with Moorpark College.
6. Career Pathways Report – Informational (10 min) None
7. High School Guidance Counselor Report—Informational (10 min) None

#### 5. REPORTS

1. President’s Report – Terri shared Graduation was wonderful. She felt the speakers were great and everything ran smoothly. The bar has been set high.
2. Individual Board Member Report
  - a. Claudia shared this is Susan’s last Board Meeting, she has accepted a teaching position here at ROA.
3. Director’s Report –
  - a. Claudia echoed that graduation was amazing and ran smoothly. It was great having all of the VIP’s there.
  - b. New workshops are on the website.
  - c. Preliminary CAASP scores have been passed out.
  - d. Claudia and Marlo met with Ellen regarding Charter Renewal.
  - e. Ended the year with 301 students.
4. BSA Report – Benny will report 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 May 2, 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

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

## 7. ACTION ITEMS

1. Review, Discussion, and Approval of River Oaks Academy Charter School's LCAP for 2019-2020 (Local Control Accountability Plan) and the Local Control Funding Formula (LCFF) Budget Overview for Parents; revised with the updated May revision amounts. (Benny)
  - a. Charter Schools are required to develop, adopt, and annually update a three-year LCAP, using the template adopted by the California State Board of Education. The LCAP identifies how schools address the State's priorities and metrics, and how expenditures are in accordance with statutes.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

2. Review, Discussion, and Approval of River Oaks Academy Charter School's 2019-2020 Adopted Budget (Benny).

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

3. Review, Discussion, and Approval of 2019-2020 Proposition 30 Spending Plan. (Benny)
  - a. Anticipated use of the 2019-2020 Prop 30 Education Protection Account Funds.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

4. Review, Discussion, and Approval of the Local Agency Executive Compensation (Benny).
  - a. In accordance with SB 1436, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the

form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

5. Review, Discussion, and Approval of the 2019-2020 Salary Schedules (Benny).

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

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6. Review, Discussion, and Approval of a minimum of a 4% (2%) bonus for staff up to no more than 8% (4%) (Benny).

a. We would like to propose a guaranteed 4% (2%) bonus for staff and if needed to meet SB740 requirements that bonus would be adjusted up to no more than 8% (4%).

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

7. Review, Discussion, and Approval of a carryover Oxnard Facility Lease balance into the 2019-2020 school year for SB740 Reserve for the Oxnard Facility. Not to exceed \$100,000.00 (Benny).

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

8. Review, Discussion, and Approval to add funds to pay Ellen Smith, retired Superintendent of Moorpark Unified, to work on charter renewal with ROA; not to exceed \$4,000.00.
- a. Ellen has previously worked and mentored us for WASC renewal. Her expertise and guidance has been very helpful and we would like to engage with her again for charter renewal.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Horton/Susan*

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

9. Review, Discussion, and Approval of additional funds for Sofia Kotian, speech therapist at our Oxnard facility, not to exceed: \$4,000.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

10. Review, Discussion, and Approval of the following agreements with School Pathways for 2019-2020:
  - a. Service Agreement with School Pathways CALPADS/CBEDS reporting; not to exceed \$8,500.00
  - b. Access Agreement for 2019-2020 for PLS; \$3.00/student
  - c. Access Agreement for 2019-2020 for PLSIS \$3,500.00
  - d. Access Agreement for RegOnline; \$1.25/student/year

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

11. Review, Discussion, and Approval of additional funds for SPED services for students whose IEPs stipulate that they receive such services throughout the summer.
  - a. Sherry Franzino, SAI services for 4 weeks/3 hours/week; not to exceed: \$1,200.00
  - b. Patti Murray, speech services for 4 weeks/3 hours/week; not to exceed: \$1,200.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

12. Review, Discussion, and Approval of the 2019-2020 Occupational Therapy Agreement with the Ventura County SELPA; not to exceed \$8160.00.
  - a. We contract with our local SELPA for our OT services for our Special Education Students.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

13. Review, Discussion, and Approval of a stipend for the grant final accounting and report for Claudia Weintraub, not to exceed \$5000.00
  - a. River Oaks used to have an outside person finalize the year-end reporting for the grant. However, he last year let us know that he no longer has time to finalize our reporting and we did it in house. The year-end report is due again this summer, and will be done in house again. We had this amount budgeted in our grant budget.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

14. Review, Discussion, and Approval a stipend for Maria Montagne for about 140 hours of work to be done to change all course codes in our School Pathway system for submission to CALPADS. Not to exceed: \$7,000.00.
- a. We were informed at our training in May that CALPADS is issuing new course codes, which need to be adjusted in the system. Among other adjustments, this is a significant amount of work that Maria will have to spend in the summer to get this work done, so we will be ready when school starts.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

15. Review, Discussion, and Approval of the lease and implementation of a vending machine, supplied by Vend-ucation; monthly lease for 2 machines not to exceed \$645.24/month in addition to \$990 for the POS software license fee/year.
- a. As per AB1871, schools need to provide each needy pupil with one nutritionally adequate free/reduced priced meal during the school day. In order to meet this requirement, we propose to use the services of Vend-ucation using their vending machine to supply these meals to our students.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

16. Review, Discussion, and Approval of the 2019-2020 contract for Escape Financial and Payroll/Personnel System provided by the Ventura County Office of Education @ \$9.50 per ADA Factor not to exceed \$2,903.80.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

17. Review, Discussion, and Approval to use Document Tracking Services from Ventura County Schools Business Services Authority for the 2019-2020 school year. Not to exceed \$320.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

18. Review, Discussion, and Approval of the renewal for TechPilot license for the 2019-2020 school year for tracking our i-Pads. Not to exceed \$710.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

19. Review, Discussion, and Approval to clean our floors at both offices in Westlake and includes carpet cleaning, stripping and waxing floors as well as vinyl buffing. We currently have one quote but will obtain 2 more. This job is to be done throughout the summer; not to exceed: \$2,500.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

20. Review, Discussion, and Approval a maximum of 3 sub day paydays for Phuong Hong to help evaluate and review the math results from our assessments, including Moby Max and other alternative measures obtained during the school year being used for charter renewal. Not to exceed: \$125/day.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

21. Review, Discussion, and Approval of River Oaks Academy's 2017 Exempt Organization tax return as prepared by CliftonLarsonAllen LLP (our auditors).

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

22. Review, Discussion, and Approval of the Board Retreat date to be on August 17<sup>th</sup>, 2019 from 10:00-3:00 pm.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

23. Review, Discussion, and Approval of the Pearson quote for 5 licenses for Chemistry and 5 licenses for Biology for the 2019-2020 school year; not to exceed a total of \$1,273.50.
- a. Adding new licenses to continue to offer these subjects online for our students.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

24. Review, Discussion, and Approval of the Certification of Signatures for the Fiscal Year 2019-2020 (Benny).
- a. Annually school districts need to declare agent(s) authorized to sign orders, checks, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with the School Business and Advisory Services.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

25. Review, Discussion, and Approval of the following Resolutions: (Benny)
- a. Resolution 19-2—Appropriation of the Ending Balance to a Reserve
- b. Resolution 19-3—Authorization for the Ventura County Office of Education to make Budget Transfers
- c. Resolution 19-4—Authorization to Allow Appropriation/Budget Transfers for the Fiscal Year 2019-2020

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

26. Review, Discussion, and Approval of the 2019-2020 Consolidated Application (Benny).

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

27. Review, Discussion, and Approval of the Memorandum of Understanding with the Ventura County Office of Education and River Oaks Academy regarding the inclusion in the K-12 SWP grant as a regional collaborative project.
- a. The VCOE (CEC) included River Oaks in another grant proposal. This is the MOU that outlines the details of the terms and conditions to receive the funding and its distribution.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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



28. Review, Discussion, and Approval of the Memorandum of Understanding with the Ventura County Office of Education and River Oaks Academy regarding the inclusion Career Technical Education Incentive Grant (CTEIG).

- a. The VCOE (CEC) included River Oaks in another grant proposal. This is the MOU that outlines the details of the terms and conditions to receive the funding and its distribution.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

29. Review, Discussion, and Approval of the following policies

- a. Immigration Enforcement Policy.
- b. Immigration Enforcement Policy related to the Detention or Deportation of Student's Family Member
- c. Student Freedom of Speech/Expression Policy (EC 48907)
- d. California Healthy Youth Act Policy (Grades 7-12)
- e. Revised Independent Study Policy
- f. Freedom from Discrimination/Harassment Policy
- g. Sexual Abuse/Sex Trafficking Prevention/Sexual Assault Awareness Prevention Policy.
  - (1) According to our law firm, this is a policy that they recommend we revise to reflect any updates and changes to the law.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

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

## **8. CLOSED SESSION 8:52 pm**

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

1. Public Employment:
  - a. Title: Teacher #1
  - b. Title: Teacher #2
  - c. Title: Teacher #3
  - d. Title: Teacher #4
  - e. Title: Teacher #5
  - f. Title: Teacher #6
  - g. Title: Teacher #7
  - h. Title: Teacher #8
  - i. Title: Educational Facilitator #1
  - j. Title: Educational Facilitator #2
  - k. Title: Educational Facilitator #4
  - l. Title: Educational Facilitator #7
  - m. Title: Educational Facilitator #11

- n. Title: Educational Facilitator #12
- o. Title: Administrative Assistant
- p. Title: Office Assistant
- q. Title: Clerical Help
- r. Title: High School Counselor

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

## **9. OPEN SESSION ACTION ITEMS**

- 1. Public Employment:
  - a. Title: Teacher #1
  - b. Title: Teacher #2
  - c. Title: Teacher #3
  - d. Title: Teacher #4
  - e. Title: Teacher #5
  - f. Title: Teacher #6
  - g. Title: Teacher #7
  - h. Title: Teacher #8
  - i. Title: Educational Facilitator #1
  - j. Title: Educational Facilitator #2
  - k. Title: Educational Facilitator #4
  - l. Title: Educational Facilitator #7
  - m. Title: Educational Facilitator #11
  - n. Title: Educational Facilitator #12
  - o. Title: Administrative Assistant
  - p. Title: Office Assistant
  - q. Title: Clerical Help
  - r. Title: High School Counselor

*Public Comments: None*

*Motion to: Approve*

*Made by: ???*

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

## **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: 9:06 pm**