

**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)

**MINUTES**

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**1. OFFICIAL OPENING OF THE MEETING 7:00 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	___X___	_____
Board Member:	_____	_____
Board Member: Denise Filz	___X___	_____
Treasurer: Dr. Michael McCambridge	___X___	_____
Parliamentarian: Dr. 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 - None
- 6. Motion to Approve the Agenda for August 15, 2019  
*Motion to: Approve*  
*Made by: Denise/Dr. Mac*  
*Motion is: Carried 4-0-0 with Terri, Denise, 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) None
3. Teacher’s Report – Informational (10 min)
  - a. Leslie reported teachers are working hard, had a great staff all day meeting today.
4. Oxnard Resource Center Report—Informational (10 min) Maria reported.
5. Student Report – Informational (10 min)
6. Career Pathways Report – Informational (10 min) Kathy reported.
7. High School Guidance Counselor Report—Informational (10 min) None

#### 5. REPORTS

1. President’s Report- Terri shared it’s good to be back. She would like to meet at the Oxnard site on Nov. 7.
2. Individual Board Member Report - None
3. Director’s Report
  - a. All day staff meeting was today with teachers.
  - b. Governance Training on Nov. 11
  - c. 1505-07 Denise will report at the Board Retreat
  - d. Charter is moving along nicely and ROA is slated to present the Charter in January. All of it is at Legal.
  - e. Facilities were cleaned this summer – painting, floors cleaned and waxed, carpets cleaned.
  - f. Budget is set for 299, we are at 294 today.
4. BSA Report – will be given later in the agenda
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.*

*Motion to: Approve*

*Made by: Dr. Horton/Dr. Mac*

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

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: None*

*Motion to: Approve*

*Made by: Dr. Horton/Dr. Mac*

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

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

*Public Comments: Approve*

*Motion to: Approve*

*Made by: Denise/Dr. Horton*

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

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: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

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: None*

*Motion to: Approve*

*Made by: Dr. Mac/Dr. Horton*

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

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: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

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.

*Claudia reported we want staff to get extra training.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Dr. Horton*

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

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.

*Claudia reported she and Jennifer Anderson have been working on this program during the summer which will be piloted in the fall and will include a speaker's series.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

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.

*Claudia shared we will be using Edgenuity for our Spanish speaking students.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

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.

*The Storage Unit is used mainly for keeping records we need to keep.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Horton/Dr. Mac*

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

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.

*Leslie shared Triumph mimics the CAASP Testing. She encourages her students to look at it as test prep, which helps them work on their skills.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Horton*

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

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.

*Math Tutors have been moved from independent contractors to being employees. Claudia is asking that the titles be changed to Math Specialist.*

*Public Comments: None*

*Motion to: Approve with the change from "Tutor" to "Math Specialist"*

*Made by: Dr. Mac/Denise*

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

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

*This is our general insurance which is always due after the last Board Meeting held in June.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Horton/Dr. Mac*

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

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

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

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

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

*Claudia shared that Sandra Lulow was accidentally omitted from this list. She will be ratified in September.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

- 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: None*

*Motion to: Approve*

*Made by: Dr. Horton/Dr. Mac*

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

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: None*

*Motion to: Approve*

*Made by: Dr. Mac/Dr. Horton*

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

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: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

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

*Polly has been working with ROA for a few years. We offer this to all students.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

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

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.

*Rudy presented the budget report which is a snapshot of how ROA ended the year. He shared ROA had a really good year with nothing surprising. See attached Budget packet for detailed information.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

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: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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



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: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

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

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

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

*This is a separate budget from her tutoring. Claudia shared we want these to be separate*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

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: None*

*Motion to: Approve*

*Made by: Dr. Horton/Jennifer*

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

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

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

## **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: Approved*

*Motion to:*

*Made by:*

*Motion is: Carried 4-0-0 with Terri, Denise, 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:** Time: 8:10 pm