

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

**Thursday, October 3, 2019**

**6:30 p.m. NEW TIME**

**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**

1. Call to Order 6:30 pm
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 Chair: Denise Filz	<u>  X  </u>	<u>      </u>
Secretary: Jennifer Daugherty	<u>  X  </u>	<u>      </u>
Treasurer: Dr. Michael McCambridge	<u>  X  </u>	<u>      </u>
Parliamentarian: Dr. Horton	<u>      </u>	<u>  X  </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 October 3, 2019

*Motion to: Approve*  
*Made by: Dr. Mac/Denise*  
*Motion is: Carried 4-0-1 with Terri, Jennifer, Denise, and Dr. Mac in favor*

**2. ORGANIZATIONAL**

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) Budget Committee will be meeting in November
2. Parent Advisory Council (PAC) – Informational (10 min) None
3. Teacher’s Report – Informational (10 min)
  - a. Math Fraction Game presented by Leslie and Maria
  - b. Leslie shared the teacher report. The detailed report is available in the Oct. 3<sup>rd</sup> Minutes, 19-20 Board Binder.
4. Oxnard Resource Center Report—Informational (10 min)
  - a. Maria shared the Oxnard report. A detailed report is available in the Oct. 3<sup>rd</sup> Minutes, 19-20 Board Binder.
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min)
  - a. Kathy shared the Career Pathways Report. A detailed report can be found in the Oct. 3<sup>rd</sup> Minutes, 19-20 Board Binder.
7. High School Guidance Counselor Report—Informational (10 min) None
8. Report-Progress measuring local indicators (10 min)
  - a. Claudia shared this report taken from the Dashboard and surveys. Detailed report is in the Oct. 3<sup>rd</sup> Minutes, 19-20 Board Binder.

#### **5. REPORTS**

1. Chairman’s Report
  - a. Terri shared she enjoyed the opportunity to observe the Oxnard campus one afternoon while students present and workshops were in session.
2. Individual Board Member Report - None
3. Director’s Report
  - a. Claudia shared her Director’s Report. A detailed report is available in the Oct. 3<sup>rd</sup> Minutes, 19-20 Board Binder.
4. BSA Report – None
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 Minutes for the September 12, 2019 Board Meeting
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

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

## 7. ACTION ITEMS

### 1. Review, Discussion, and Approval of Addendum B to the ROA Bylaws. Board Members new positions for the 2019-2020 school year.

- a) As per the board discussion at the September 12, 2019 board meeting, the board's new positions were established for the 2019-2020 school year.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

### 2. Review, Discussion, and Approval of the quote for a new copier for our Oxnard facility. Not to exceed \$231.11/month.

- a) Our current copier in Oxnard dates back to 2006. It is old, outdated and unreliable. This is a new copier with all the bells and whistles to help us be productive and also has WIFI capability, which allows us to scan and fax.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Jennifer*

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

### 3. Review, Discussion, and Approval of the quote for an updated copier for our Westlake office. This is to replace the current copier lease, which is at a cost of \$295.70/month. The new cost is not to exceed: \$293.87/month

- a) The monthly lease price will decrease by a couple of dollars, however, this is a brand new copier and we will be signing a new lease for it.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

### 4. Review, Discussion, and Approval of the following contracts, which were late additions to the workshop schedule.

- a. Parker Anderson; WL science class; not to exceed: \$720.00

- b. Andrea Diamond, Oxnard science class; not to exceed: \$1,710.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

- 5. Review, Discussion, and Approval of the resignation of Facilitator Teacher #13, employee #192000036 as of Friday, September 20.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

- 6. Review, Discussion, and Approval River Oaks Anti-Nepotism Policy.
  - a) As per the suggestion from our legal team, we have added an Anti-Nepotism Policy for transparency purposes.

*Claudia shared to keep updated on policies she would like this to be added to our policies.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

- 7. Review, Discussion, and Approval of a Substitute to help out when teachers are at a conference and for additional help in the focus room and with meetings when needed. Average not to exceed 2 days/week, unless in an emergency. At the regular substitute rate; not to exceed \$125/day (per our sub rate schedule)
  - a) We reviewed this with Benny and Rudy. Staff is getting pretty maxed out at this time, and help may be needed, especially when staff attends conferences, or for staffing shortages.

*Claudia shared the need for ROA to have a person be a substitute.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Denise*

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

- 8. Review, Discussion, and Approval of the quote from Time 4 Learning for 20 licenses. Not to exceed: \$4,080.00
  - a) This online platform is one we use for students who learn better with an online format.

*Claudia shared this is a good online platform for students who like to work online.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

9. Review, Discussion, and Approval of the quote for RightStart Mathematics. Not to exceed \$3,718 (plus shipping).

- a) This product has been extensively used for math games at the resource centers. We have had multiple trainings for staff and staff in turn trained parents who are now asking to get those games to use in their homes. We also implemented this product in a variety of workshops.

*Leslie shared all of the staff have been trained so they can show parents how to use the games with their student(s).*

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Denise*

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

10. Review, Discussion, and Approval of having Ms. Julie Tunick from the Ludington Institute join us with our SEL efforts and run a group for us addressing life skills, socialization skills as well as discussing skills to deal with anxiety. Not to exceed: \$800 for a 6-8-week group session.

- a) This is an incredible addition to our program and will allow us to utilize Ms. Tunick's talents to help our youngster with SEL issues. Ms. Tunick is a registered MFT. Ms. Tunick also stated that she would like to volunteer some hours with our school.

*Claudia shared Julie wants to come help out ROA along with being a volunteer. Claudia shared ROA has been hoping to find someone to help in this capacity.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

*Motion is: Carried 4-0-1 with Terri, Jennifer, Denise, 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:

None

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

**9. OPEN SESSION ACTION ITEMS**

None

**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: 7:31 pm