

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, February 6, 2020

6:30 p.m.

Regular Meeting Location

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

MINUTES

1) OFFICIAL OPENING OF THE MEETING 6:32 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-Chair: Denise Filz | <u> X </u> | <u> </u> |
| Treasurer: Michael McCambridge | <u> X </u> | <u> </u> Dr. Mac arrived at 7:01 |
| Secretary: Jennifer Daugherty | <u> X </u> | <u> </u> |
| Parliamentarian: Dr. John Horton | <u> X </u> | <u> </u> |

Mission Statement - *River Oaks Academy is founded on the belief that all children are born with the capacity for life-long learning. Our mission is to help children find, nurture and sustain the passion that will lead to self-motivated, fulfilling, lifelong achievement, careers and relationships. To this end, we offer a non-traditional, TK-12 personalized-learning, independent study program.*

- 4. Emergency Additions to the Agenda –None
- 5. Approval of the Agenda for February 6, 2020

Motion to: Approve

Made by: Jennifer, Dr. Horton

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

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 agenda 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 shared, her report may be found in the Board Binder
4. Oxnard Report (10 min)
 - a. Leslie read Maria’s report which may be found in the Board Binder
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min)
 - a. Claudia read Kathy’s report which may be found in the Board Binder
7. High School Guidance Counselor—Informational (10 min)
8. Guidance Counselor—Informational (10 min)
 - a. Richard shared he and Kathy Jackson attended the Annual Alternative High School Event. ROA had 2 midyear graduates with 20 other seniors on track for graduating in May. More A-G courses are in motion.

5) REPORTS

1. Board Chairperson’s Report
 - a. Terri shared she was involved in the Mock Interviews that were very fulfilling and was grateful to be able to participate. Terri also shared the County Board was very receptive when Claudia presented the binders for the Charter Renewal.
2. Individual Board Member Report – Jennifer shared feedback she has received from parents wanting more time for learning how to take the California tests. Denise shared about the APlus Meeting that was hosted here at ROA.
3. Director’s Report
 - a. Claudia’s report may be found in the Board Binder. Charter presentation is Feb. 24.
4. BSA Report - Rudy will present the 2nd Budget Interim next month.
5. VCOE Report – Marlo shared how much she has enjoyed working with Claudia on the Charter Renewal.

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 January 9, 2020 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: 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.

7) ACTION ITEMS

1. Review, Discussion, and Ratify the following board policies

Fiscal Policy

Management of Assets Policy

- a. There have been some minor changes to both of these policies after they were approved last month.

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.

2. Review, Discussion, and Approval of the renewal for BrainPop, not to exceed \$2,050.00.

- a. BrainPop is one of our online resources for our families. This is a 12 months license.

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.

3. Review, Discussion, and Ratification of the Agreement of Legal Services between ROA and Hatch & Cesario, Attorneys-at-Law.

- a. This is a local law firm that specializes in laws regarding special education and 504 plans. We have been using this law firm for advice as a part of the consortium within Ventura County schools. Such services have been provided for free (phone services) but are limited in time.

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 Approval of the reviewed ROA Comprehensive School Safety Plan, meeting all the Section of California Education Code 32280-32289.

- a. Effective January 1, 2019, the School Safety Plan Bill became law (AB1747). This bill requires that during the writing and development of the comprehensive school safety plan, the school

consult with a fire department and other first responder entities in addition to currently required entities. Any updates made to the plan need to be shared with the law enforcement agency, the fire department and other first responder entities. This plan has to be reviewed annually and approved with any changes, if necessary, by the board March 1. Staff and stakeholders reviewed this plan and found no changes were needed.

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.

5. Review, Discussion, and Approval of the contract with Coverall cleaning company, not to exceed \$255.00/month for the Westlake facility and \$199.00/month for the current Oxnard facility.
 - a. Coverall is our cleaning company. We are extending their services for 6 months through the end of the fiscal year and will re-evaluate at that time, if we want to continue.

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.

6. Review, Discussion, and Approval of the proposal for Active-Shooter training through American Tactical Defense. This is a 3-year agreement (for 3 trainings-one each year). Not to exceed \$1800.00 (and tax) per training
 - a. In lieu of the many sad developments happening, we would like to have an updated training.

Terri recommended spending the extra money for the training to be done at both sites.

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.

7. Review, Discussion, and Ratification of the Mango invoice for our conversation/language subscriptions not to exceed: \$1,500.00
 - a. We are using these licenses for our middle and some of our high and middle school 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.

8. Review, Discussion, and Ratification to add a middle school SEL group led by Julie Tunick to the workshop schedule. Not to exceed: \$1,500.00

a. We are currently only offering the group to our high school students and had a great demand to run one for our middle school students as well. Julie kindly agreed to lead that group at the same generous rate. We are currently anticipating she is running the group for 15 weeks.

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.

9. Review, Discussion, and Approval of a stipend for Leina Ball for mentoring one of our teacher's during the induction program. Not to exceed \$750.00

a. Leina has kindly agreed to mentor all of our induction candidates. This semester it will be one teacher who is finalizing 2nd semester of year 1 of induction.

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 a change in the start time of the ROA Board of Director meetings to 7:00 pm to accommodate Dr. McCambridge's teaching schedule.

a. Dr. McCambridge is teaching a class on Thursdays until 6:30 pm. To allow him to arrive on time for our board meetings, we ask that we move the start time to 7:00 pm starting with the March 2020 meeting until further notice.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Denise

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

11. Review, Discussion, and Approval of PlayWell teaching one class in Westlake; not to exceed \$1,000.00

a. We added one class at our Westlake facility.

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.

12. Review, Discussion, and Approval of additional funds for our Cooking with Spanish classes, led by Marcella due to over enrollment. Not to exceed \$600.00

a. This class fee originally was based on 10 students. However, due to a large demand, the instructor agreed to allow 15 students in the class. Since this class is based on purchasing food for cooking, the

instructor asked us to increase the hourly rate to adjust to the increase of enrollment and cover her cost.

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.

13. Review, Discussion, and Approval of the fees from Eugene Park from Datazelle for attending our charter renewal board meeting on February 24. Not to exceed \$1,500.00.
 - a. Eugene is very familiar with our school's data as he prepared all the charts for us for the last couple of years. Furthermore, he is very familiar with the Dashboard and all data elements. It will be helpful to have him as a back-up at the renewal and to have him prepare me with regards to the data for the presentation to the County Board of Education.

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.

14. Review, Discussion, and Approval of the changes to our High School Handbook reg. the 8th grade course credits. (Richard 5 min).
 - a. Richard will explain the decision to make this change and to add clarity to the policy.

Richard explained the change to the High School Handbook graduation requirements will be changed to say: "High School credit will be awarded only for course work completed in 9-12 grades".

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.

15. Review, Discussion, and Approval of a membership to ACSA (Association of California School Administrator). Not to exceed \$1525.00 for one year.
 - a. This membership has been suggested to me by both, Ellen Smith and Nancy Carroll. ACSA is the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of California students. It offers a conference and many training opportunities in a variety of areas, including leadership and management, budget and HR.

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.

16. Review, Discussion, and Approval of a quote from McGraw Hill for science textbooks for Biology, Chemistry and Physical Science. Not to exceed \$11,600.00.
 - a. In order to streamline our high school science program, we have asked Ms. Dana, our science teacher to work on ordering a new and updated set of books with online access for all 3 subjects. Our books in that area are entirely outdated and Ms. Dana is currently working with 3 different books in each subject.

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.

17. Review, Discussion, and Approval of the quote from Dr. Estrada for a staff training in Equity and Access for All Students: "Introduction to Cultural Proficiency," This training focuses on staff professional development for addressing ongoing equity and access efforts for the students of ROA. Not to exceed: \$900.00
 - a. This training is in accordance with our ongoing effort to make sure that we understand all of our students' backgrounds and to help staff work better with our more diverse student population.

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.

Claudia shared her power point presentation that she will share at the County Board.

8. CLOSED SESSION 8:48 pm

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

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code section 54957(b).)

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

9. OPEN SESSION ACTION ITEMS 9:20 pm

Public Comments:

Motion to:

Made by:

Motion is:

10. 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.

11. ADJOURNMENT 9:22 pm