

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

**Thursday, January 17, 2019**

**6:30 p.m.**

Regular Meeting Location  
River Oaks Academy  
920 Hampshire Rd. Suite X  
Westlake Village, CA 91361  
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	_X_	_____
Vice-Chair: Jennifer Berryhill	_X_	_____
Treasurer: Michael McCambridge	_X_	_____
Secretary: Susan Willard	_X_	_____
Parliamentarian: Dr. John 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
6. Approval of the Agenda for January 17, 2019
  - Motion to: Approve*
  - Made by: Jennifer/Dr. Horton*
  - Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac, 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 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) N/A
2. Parent Advisory Council (PAC) – Informational (10 min)
  - a. Pamela shared there will be a Book Fair on Feb 4 & 5 at Westlake and the 6<sup>th</sup> at Oxnard. Parent Boot Camp will start back up on January 28.
3. Teacher’s Report – Informational (10 min)
  - a. Leslie shared the Math Event last week was really fun and exciting for everyone. 11<sup>th</sup> graders were scheduled for a meeting to talk about the importance of CAASP Testing. Tomorrow concludes our 1<sup>st</sup> semester and workshops begin on the 28<sup>th</sup>.
4. Oxnard Report (10 min)
  - a. Maria shared what Math Interventions are being done at both sites. Assessment tests for Algebra 1 & 2 were created by Phuong and Maria so staff can pinpoint how students can be helped.
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min)
  - a. This past month we had a panel come in which included 4 speakers from different walks of life to share what they do in their careers. Students are working on their 10 year plans. Yesterday Michal and Kathy took a group of students to Disneyland’s Leadership Tour. Leanne shared about her IT Networking Pathway Courses.
7. High School Guidance Counselor—Informational (10 min) None

#### 5) REPORTS

1. Board Chairperson’s Report – Terri reminded all Board members the Form 700 needs to be filled out.
2. Director’s Report
  - a. Claudia shared a power point on what she will be sharing at the County Board Meeting on April 22. Her complete report is in the Board Meetings 2018-2019 Binder in Bev’s office for anyone to read.
3. Individual Board Member Report – Dr. Mac will be teaching a class that is over at 6:30 pm. Terri suggested Board Meetings be moved to 7:00 pm. which will be voted on next month.
4. BSA Report – Rudy attended a workshop that talked about where the new Governor stands on education and funding.
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 December 6, 2018 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: Jennifer/Dr. Mac*

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

## 7) ACTION ITEMS

### 1. Review, Discussion, and Approval of the Spring 2019 workshop vendors for Westlake:

Spring workshops will run from the week of January 28, 2019 through the March 29, 2019

- a. *Ken Mazur, Music Workshop; not to exceed: \$2,250.00*
- b. *Alex Porter, Yoga; not to exceed: \$480.00*
- c. *Angeline Lee, math workshop; not to exceed: \$900.00*
- d. *Ian Robertson, Film and Cinematography Workshop; not to exceed: \$1,200.00*
- e. *Dallas James, Improvisation; not to exceed: \$800.00*
- f. *Nick Fraher, Professor Egghead, Secret Agents; Mega Machines; not to exceed: \$2,700.00*
- g. *Funky Divas, Fairy Tales; So You Think You Can Dance; not to exceed: \$3,600.00*
- h. *Human Nature Center, Margaret Hiesinger, Water is Life; Natural Color; not to exceed: \$4,410.00*
- i. *Jade Flores-Henderson, Math Lab and Math Workshops; not to exceed: \$800.00*
- j. *Jennifer Gados, Yoga and Mindfulness; not to exceed: \$1,275.00*
- k. *Jon Bernstein, Creative Writing Workshops; not to exceed: \$800.00*
- l. *Larry Scott, Chess Workshop; not to exceed: \$1,700.00*
- m. *Laura Sether, writing workshops; Harry Potter book club; not to exceed: \$5,100.00*
- n. *Lee Corkett, Photography Workshops; not to exceed: \$1,600.00*
- o. *LIFT cooking classes; not to exceed: \$2,700.00*
- p. *Marcela Pomodoro, Spanish Workshop; not to exceed: \$1,600.00*
- q. *Michael Voogd, Animation and Martial Arts Workshop; not to exceed: \$3,200.00*
- r. *Neal Friedman, Robotics; Multi-Cam Live Studio; not to exceed: \$4392.00*
- s. *Stephen Hoffman, Conejo CPR, CPR/First Aid Workshops; not to exceed: \$800.00*
- t. *PlayWell; Harry Potter Lego classes; not to exceed: \$3,150.00*
- u. *Ralph D'Ignazio, Guitar, Digital Music workshops; not to exceed: \$1,600.00*
- v. *Rich Cowley, Magic and the History of Magic; not to exceed: \$2,340.00*
- w. *Diane Darakjian, Art Workshops; not to exceed: \$4,400.00*
- x. *Sherri Coker; Book Club (2 classes); not to exceed \$1,600.00*
- y. *Simi Valley Arts Conservancy, Theatre; not to exceed: \$1,500.00*
- z. *Vivian Rhodes, Academic Writing Workshops, SAT Prep; not to exceed: \$2,500.00*
- aa. *Shakespeare Kids, Rebekah Czarnecki, Great Writers, \$2,280.00*
- bb. *Soraya Thenoz, French and Latin Workshops, not to exceed: \$560.00*
- cc. *Jesse Hulse, Public Speaking; not to exceed: \$1,000.00*
- dd. *Chris Jung; game design: \$2,025.00*

- ee. Michal Hasson, Mixed Media Art classes, not to exceed: \$4,692.00*
- ff. Richard Senate, History Workshops; not to exceed: \$540.00*
- gg. Wonderland, Film Workshops; not to exceed \$2,430.00*
- hh. Yoko Mimori, Japanese & Math Workshops; not to exceed: \$2640.00*

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Jennifer*

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

2. Review, Discussion, and Approval of the Spring 2018 workshop vendors for Oxnard (Seabridge). Spring workshops will run from the week of January 28, 2019 through March 29, 2019

- a. Alex Porter, Yoga, not to exceed: \$1,080.00*
- b. Michael Voogd, Martial Arts; not to exceed: \$2,700.00*
- c. Beth Tappin, Math workshops, STEAM class and focus room; not to exceed \$3,150.00*
- d. Chris Jung; Minecraft Lunar Landing; not to exceed: \$2,025.00*
- e. Dallas James; Improvisation; not to exceed: \$1,800.00*
- f. Daniela Frias; Science; not to exceed: \$960.00*
- g. Diane Darakjian, Art Workshops; not to exceed \$4,000.00*
- h. Human Nature Center; Natural Colors and Water is Life; not to exceed: \$4,410.00*
- i. Jennifer Gados, Yoga & Mindfulness; not to exceed: \$1,275.00*
- j. Jon Bernstein; Deconstructing Disney—writing; not to exceed: \$960.00*
- k. Larry Scott, Chess, not to exceed: \$1,800.00*
- l. Laura Sether, Writing/SAT prep; not to exceed: \$4,050.00*
- m. LIFT Cooking classes; not to exceed: \$5,100.00*
- n. Marcela Pomodoro, Spanish classes; not to exceed: \$1,440.00*
- o. Neal Friedman, Robotics; not to exceed: \$5,856.00*
- p. Ralph D'Ignazio, Guitar and Digital Music Writing; not to exceed: \$1,600.00*
- q. Richard Senate; History of Animation; not to exceed: \$480.00*
- r. Rosemary Schlingensiepen, Math Workshops, not to exceed: \$960.00*
- s. VitaArt; Art history and Ceramics; not to exceed: \$4,950.00*
- t. Jade Flores-Henderson; Math workshops/labs; not to exceed: \$1,200.00*

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

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

3. Review, Discussion, and Approval of the 2017-18 SARC Report, School Accountability Report Card

- a.* Per Education Code Sections 33126 and 35256 the data that is contained in these documents needs to be provided to the CDE no later than February 1, 2018

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

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

4. Review, Discussion, and Approval of the Financial Audit Report for 2017-18 (Benny, 10 min)
- a.* In accordance with Education Code 41020, Local Educational Agencies (LEA) must have an audit that covers all funds and accounts and that addresses financial management and compliance with laws and regulations

*Rudy shared on the Audit Report. Accurately report things. List of things were reviewing in terms of compliance, confirms that ROA was compliant. It was a clean audit overall.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

5. Review, Discussion, and Ratification of the Lease Amendment #4 to add Suite V (in lieu of Suite 910 B upstairs) consisting of approximately 1470 square feet for an additional \$840/month, as per the discussion at our previous board meeting in December. The lease was effective as of 1/1/2019 and will coterminate with the lease for the 920B facility in February 2021.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Jennifer*

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

6. Review, Discussion, and Approval changing Richard Jenkins hourly rate to \$110.00 (currently at \$95/hour).

*a)* Richard is our SPED coordinator and advisor. He attends many IEPs as the LEA representative. Richard's background is that of Special Education Director for Moorpark Unified. He is instrumental in making sure that we stay compliant in the maze of special education laws, timelines and decision-making.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

7. Review, Discussion, and Ratification of increasing the contracted amount for Sepi Yeoh. Not to exceed: \$3,365.00.

a) Sepi is teaching our CCS class in Oxnard. That class is a year-round class, since it is a “for credit” class. When we prepared Sepi’s contract, we only calculated her fees for regular workshop weeks and not for the prolonged schedule of a “for credit” class. Sepi does get paid with grant money.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Jennifer*

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

8. Review, Discussion, and Ratification of increasing the contracted amount for the fall 2018 semester Laura Sether. Not to exceed: \$1,200.00 (\$500 OXN and \$700 WL)

a) Laura has been teaching our writing class and worked in the ELA lab. Those two workshops have been extended and therefore, Laura is over contract from the initially budgeted 10 weeks.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

9. Review, Discussion, and Approval of increasing the tutoring (math and ELA) contracted amount for our current tutors.

a) We have increased our math tutoring by 3 weeks to end on May 3 (instead of April 15). We also have increased the weekly tutoring hours for some our students who need more math support to 2 hours/week through these next 16 weeks of school.

- a) Yoko Mimori (Math/WL). Not to exceed: \$3000.00
- b) Angeline Lee (Math/WL). Not to exceed: \$3,500.00
- c) Jade Flores-Henderson (Math/WL & OXN). Not to exceed: \$1,000.00
- d) Beth Tappin (Math/OXN). Not to exceed: \$ 1,500.00
- e) Vivian Rhodes (ELA/WL). Not to exceed: \$3,600.00
- f) Laura Sether (ELA/OXN & WL). Not to exceed: \$4,800.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

10. Review, Discussion, and Approval of the following additional *new* math tutor:

a) Charles-Liem Le. Not to exceed: \$15,000.00 (OXN & WL)

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

- 11. Review, Discussion, and Approval of the 2019-20 School Calendar.

- a) This School Calendar is based on the CVUSD calendar.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

- 12. Review, Discussion, and Approval of the 2019-2020 paid administrative staff 15 holidays:

9/2; 9/30; 10/9; 11/11; 11/27, 28, 29; 12/24, 25, 31; 1/1; 1/20; 2/14; 2/17; 5/25.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

- 13. Review, Discussion, and Approval of increasing the 2019-20 Administrative Calendar for Tezo (Office Assistant/Tech Specialist) and Monica (Clerical Help).

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

- 14. Review, Discussion, and Approval of ROA board meeting dates for the 2019-20 school year.

- August 15
  - September 12
  - October 3
  - November 7
  - December 5
  - January 16
  - February 6
  - March 5
  - April 2
  - May 7
  - June 4

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

- 15. Review, Discussion, and Approval of the Usborne Book Fair, scheduled for Feb 4th & 5th at Westlake & 6<sup>th</sup>, 2019 at Oxnard and other fundraisers organized by our PAC. (Pam/PAC)

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Susan*

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

- 16. Review, Discussion, and Ratification of the contract with Sandra Lulow. Sandra is our new Special Education Program Coordinator (Jeri Kearney retired). Sandra will help us with making sure that all data entry is done correctly and help us with making sure our records are up-to-date and in compliance. Not to exceed: \$5,000.00 (SPED funding).

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Horton*

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

- 17. Review, Discussion, and Approval adding funds to Sofia Kotian’s contract. Not to exceed: \$5,000.00
  - a) Sofia is one of our speech therapists. She is providing services to our Oxnard SPED students.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

## **8. CLOSED SESSION 8:11 pm**

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

- 1. Public Employment
  - a) Title: Director Evaluation

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

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

*Public Comments: no action taken*

*Motion to:*

*Made by:*

*Motion is:*



**7. 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.*

**8. ADJOURNMENT 8:25 PM**