

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, April 2, 2020
7:00 p.m. NEW TIME

HELD VIA ZOOM:

Topic: ROA Board Meeting-April 2, 2020 7:00 PM
Time: Mar 27, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/264257267
Meeting ID: 264 257 267

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

- 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_	_____
Vice-Chair: Denise Filz	_X_	_____
Treasurer: Michael McCambridge	_X_	_____
Secretary: Jennifer Daugherty	_X_	_____
Parliamentarian: Dr. John Horton	_X_	_____

1. Mission Statement - 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.*

2. Emergency Additions to the Agenda

3. Approval of the Agenda for April 2, 2020

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0 with Terri, Denise, Dr. Mac, Jennifer 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) None
2. Parent Advisory Council (PAC) – Informational (10 min) None
3. Teacher’s Report – Informational (10 min)
 - a. Leslie Maple shared teachers are all busy working remotely with Zoom. Workshops are going on by Zoom also.
4. Oxnard Report (10 min)
 - a. Maria shared and you can see her report in the Board Binder.
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min)
 - a. Kathy shared her report. They are continuing to hold classes regularly on Zoom.
7. High School Guidance Counselor—Informational (10 min)
 - a. Richard shared his report which you may view in the Board Binder.

5) REPORTS

1. Board Chairperson’s Report – Terri appreciates Claudia keeping informed
2. Individual Board Member Report – Jennifer thanked the teachers for making it so seamless and effortless during this change for parents and students. Terri shared ROA is an island of positivity, to hear one thing from the teachers and then from a parent’s view.
3. Director’s Report – Claudia shared her report and you may view it in the Board Binder. This is Dr. Horton’s last Board Meeting and appreciation for him for his years of service were shared.
4. BSA Report – Rudy shared about the budget for next year. There is concern for next year because of how schools receive their general state revenue from - Prop 98 money.
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 March 5, 2020 Minutes and the March 19, 2020 SPECIAL Board Meeting 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: Mr. Mac/Jennifer

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

7) ACTION ITEMS

1. Review, Discussion, and Approval of the quote from Pearson for the purchase of Economics textbooks and software licenses. Not to exceed: 954.40 (plus shipping and tax).

a) We need to update our inventory for these textbooks as well as our online licenses.

Public Comments: None

Motion to: Approve

Made by: Denise/Dr. Mac

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

2. Review, Discussion, and Approval of additional funds for Elaine Fleisher, one of our resource specialists, to continue to support our SPED students with SAI. Not to exceed: \$7,000.00

a) Elaine has been taking over several students from our other resource teachers. Elaine currently has 13 students she is working with. She is working with them virtually during the COVID-19 crisis.

Public Comments:

Motion to: Approve

Made by: Jennifer/Dr. Mac

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

3. Review, Discussion, and Approval of additional clerical support from June 15 through August 15, 2020. Not to exceed: \$6,692.00

a) With the change in our administrative position, we need to staff our front office during the month of July. We therefore ask that we can hire a summer front office clerk. This expense is already reflected in the 20-21 budget proposal.

Public Comments: None

Motion to: Approve

Made by: Denise/Dr. Horton

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

4. Review, Discussion, and Approval of position #7 to increase to full-time at Step 9.
 - a) We have a currently full-time teacher who asked to reduce to part-time. This would be a switch only and not add a full-time position. This is already reflected in the 20-21 budget proposal.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Denise

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

5. Review, Discussion, and Approval of the renewal of our membership with the CSDC (Charter School Development Center). Not to exceed: \$825.00.

- a) We are a member of this organization which supports charter schools within the State of California.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton/Jennifer

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

6. Review, Discussion, and Ratification of the contract with Antonio Mendoza to help with the additional cleaning and sterilizing of our facilities due to the continued threat of the corona virus. Not to exceed: \$1,000.00

- a) Due to the continued threat of the corona virus (COVID-19) we asked for additional help 2/week for cleaning and sterilizing of furniture, door knobs, chairs, tables and other items that are regularly touched.

Public Comments: None

Motion to: Approve

Made by: Denise/Dr. Mac

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

7. Review, Discussion, and Approval of the Quote from Aztec Data Supply Inc. for two new Apple 13 MacBook Pros for Maria and Nick. Not to exceed: \$3,475.00

- a) Both, Nick and Maria, have been using their personal laptops for ROA work. Their own laptops are getting old and unreliable and we therefore are respectfully requesting a new laptop for both of them, especially to support them during this time, where we do most things virtually.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Denise

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

8. Review, Discussion, and Approval to add additional funds to Vivian Rhodes' contract for tutoring students in ELA. Not to exceed: \$2,900.00
- a) Vivian is our ELA tutor and SAT prep class instructor. She has been tutoring more students than initially anticipated. We are asking to add additional funds to her contract, so she can continue to render her tutoring services virtually through May 2020.

Public Comments: None

Motion to: Approve

Made by: Dr. Horton/Dr. Mac

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

9. Review, Discussion, and Approval of the Temporary Telework Policy to Address Covid-19 Remote Working Conditions.
- a) YMC recommends that we have this policy adopted to outline the purpose, definition and requirements of ROA staff working remotely due to the COVID-19 crisis.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

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

10. Review, Discussion, and Approval to remove the following laptops from our inventory:
- Asset tags #: 66, 18, 26, 60, 65, 52, 48, 50, 57, 43, 46
- a) We have laptops in circulation that no longer work and need to be removed from inventory. The cost to repair those is higher than to purchase new ones. These laptops will be properly recycled.

Public Comments: None

Motion to: Approve

Made by: Denise/Jennifer

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

8. CLOSED SESSION via Zoom Breakout Room 8:49 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 return to Zoom General Session 8:30 PM

Public Comments: None

Motion to: Approve

Made by:

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

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 9:32 PM