

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

**Thursday, August 6, 2020**

Join Zoom Meeting

<https://us02web.zoom.us/j/85846221012?pwd=QU9zbUIQNkpWZTdMSi83NmW3NnhvUT09>

Meeting ID: 858 4622 1012

Passcode: 64iAt5

**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)

**AGENDA**

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**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	_____	_____
Vice-Chair: Open	_____	_____
Secretary: Jennifer Daugherty	_____	_____
Treasurer: Dr. Michael McCambridge	_____	_____
Board Member: Open	_____	_____

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 August 6, 2020
  - Motion to:*
  - Made by:*
  - Motion is:*

**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)
2. Parent Advisory Council (PAC) – Informational (10 min)
3. Teacher’s Report – Informational (10 min)
4. Oxnard Resource Center Report—Informational (10 min)
5. Student Report – Informational (10 min)
6. Career Pathways Report – Informational (10 min)
7. High School Guidance Counselor Report—Informational (10 min)
8. Re-opening & Covid-19 Mitigation Plan and Re-opening Protocol and Procedures for Staff and Families Plan (10 min)

### **5. REPORTS**

1. President’s Report
2. Individual Board Member Report
3. Director’s Report
4. BSA Report
5. VCOE Report

### **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 June 4 (Regular Meeting) and July 3 (Special Meeting), 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 PAC Transaction Detail Report

## 7. ACTION ITEMS

1. Review, Discussion, and Approval of the parent nominated board member Pamela Keller who will be replacing Denise Filz in board position #4, as a Parent Board Member.
  - a) Board position #4 is a position that is nominated by the School Population and approved by the Board. The votes are collected through the BSA (Benny and Rudy).

Pamela Keller's Bio: Pamela Keller began homeschooling her two sons when they started 6th and 10th grade. ROA enabled them to explore possibilities to pursue their passion through a personalized learning program. Her son, Justin, graduated from ROA and is now attending college. Her younger son, Brian, is currently a high school student at ROA. Pamela's employment history is in accounting and human resources. Her background includes a Bachelor of Science degree in Organizational Systems Management from CSUN. She served on the Parent Advisory Council (PAC) at ROA for three years, and she enjoyed volunteering to support the ROA community. She has a passion for event planning by artfully arranging spaces while taking into account flow and function. As an avid gardener, she also enjoys landscape design. She is currently pursuing her interest in content creations and styling through photography. She is grateful to be a part of contributing to alternative education.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

2. Review, Discussion, and Approval of the resignation letter sent by Denise Filz withdrawing as a board member from the ROA Board; Board Position #5.
  - a. Due to personal conflicts, Denise had to withdraw from her newly elected board position as a community board member. Her resignation is effective immediately.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

3. Review, Discussion, and Approval of the application from Dr. Michael Hillis for Board Position #5, a board nominated and elected position.
  - a) Board Position #5 is a community board position that is nominated and elected by the Board of Directors. Due to Denise Filz' withdrawal, this position is open. Dr. Michael Hillis expressed his interest in filling that position.

Dr. Hillis' Bio: Dr. Michael Hillis is currently the Dean of the Graduate School of Education at California Lutheran University, a position he assumed in 2015. As part of his academic career, Dr. Hillis has taught in Tennessee, Washington state, and as a

Fulbright Scholar in Norway. Dr. Hillis' writing and research interests include the moral assumptions of multicultural education, leadership and mimetic theory, and the development of community partnerships. Dr. Hillis has also been active in accreditation work through the years serving as a site visitor for NCATE, CAEP, and multiple state reviews. Most recently, he was elected to serve on California's Committee on Accreditation.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

4. Review, Discussion, and Approval of the 2020-21 Consolidated Application—Spring Release. (Benny/Rudy).
  - a. The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, from mid-May to the end of June, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp. The spring release documents participation in these programs and provides assurances that the LEA will comply with the legal requirements of each program.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

5. Review, Discussion, and Approval of the River Oaks Academy Charter School Board of Directors' Resolution #20-02 *Concerning Measures to Address Ongoing Impacts of COVID-19 During School Re-Opening*.
  - a. This Resolution has been drafted by YMC, our legal team, to cover the management and operation of ROA during the emergency relating to COVID-19.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

6. Review, Discussion, and Approval of the 2020-2021 Occupational Therapy Agreement with the Ventura County SELPA; not to exceed \$8,160.00
  - a. We contract with our local SELPA for our OT services for our Special Education Students.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is*

- 7. Review, Discussion, and Approval of the contract with Jane Rouse as an additional resource teacher for our SPED students. Jane comes to us from Moorpark Unified.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 8. Review, Discussion, and Approval for the following new position:

202100053	Educational Facilitator #21
202101007	Science/Math Specialist #1

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 9. Review, Discussion, and Approval of the Auxiliary Science/Math Specialist/Independent Study/Personalized Learning Teacher Job Description.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 10. Review, Discussion, and Approval of the Instructional Coordinator job description.
  - a. This position will be a .5 FTE position. The position has been board approved at the June board meeting. However, we did not have the job description finalized at that time. This position is built into the budget already.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 11. Review, Discussion, and Ratification of the 2020-2021 contract for Escape Financial and Payroll/Personnel System provided by the Ventura County Office of Education @ \$10.00 per ADA Factor not to exceed \$3,112.20.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

12. Review, Discussion, and Approval of the date for the Board Retreat, an organizational and informational meeting on Saturday, August 15th, 2020 from 10:00- approximately 2:30 pm. Location and method TBD.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is*

13. Review, Discussion, and Approval of the VCOE Agreement for Courier Services between the VCOE and ROA for 2020-21; not to exceed: \$1,836.00
  - a. This is the weekly mail service from the VCOE district to and from ROA.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is*

14. Review, Discussion, and Ratification of the contract with Antonio Mendoza for the sanitation of our offices at Westlake 2/week through September, 2020. Not to exceed: \$1500.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

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15. 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.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

16. Review, Discussion, and Ratification of the renewal of our Liability and Worker's Compensation & Employer's Liability insurance with CharterSafe. Effective date: July 1, 2020-July 1, 2021. Not to exceed: \$55,395.00.
- a. CharterSafe has increased their rates dramatically due to a variety of liability issues they claim they are facing. We were able to negotiate an almost \$5,000.00 reduction.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

17. Review, Discussion, and Ratification of the 2020-21 Agreements between River Oaks Academy and Special Education Vendors (July 1, 2020-June 30, 2021)
- a. Mary Beth Adams, Resource Specialist (Oxnard and Westlake), not to exceed: \$52,000.00
- b. Richard Jenkins, Special Education Consultant, not to exceed: \$8,000.00
- c. Patti Murray, Speech Therapist (Westlake), not to exceed: \$26,000.00
- d. Sherry Franzino, Resource Specialist (Westlake), not to exceed: \$32,000.00
- e. Leah Dickenson, PhD, Counseling services (Oxnard and Westlake), not to exceed: \$10,000
- f. Nayri Shmavonian, Psychologist (Oxnard and Westlake), not to exceed: \$15,000.00
- g. Elaine Fleisher, Resource Specialist (Oxnard and Westlake), not to exceed: \$25,000.00
- h. Jane Rouse, Resource Specialist (Oxnard and Westlake), not to exceed: \$6,000.00
- i. Andrea Bleecher, Speech Therapist (Oxnard), not to exceed: \$15,000.00
- j. Sandra Lulow, Speech Therapist, SELPA/SPED/CALPADS Coordinator (Westlake/Oxnard); not to exceed: \$20,000.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

18. Review, Discussion, and Approval of the 2020-21 Fall Agreements between River Oaks Academy and the Virtual Enrichment Workshop Vendors (both Resource Centers). Workshops start the week of September 14 and will run for 2 (two) 5-week blocks with a one-week break for deep cleaning (10 min)
- a. Andrea Diamond, STEM classes, not to exceed: \$2,000.00
- b. Julie Tunick, SEL classes, not to exceed: \$3,000.00

- c. Breakthrough, Sports, not to exceed: \$1,300.00
- d. Diane Darakjan, Art workshops, not to exceed: \$2,000.00
- e. Jon Bernstein, Creative Writing/Find Your Voice, not to exceed: \$1,000.00
- f. Laura Sether, Academic Writing, Elections, the Study of Epidemiology, tutoring; not to exceed: \$7,000.00 (includes office hours/tutoring)
- g. Lee Corkett, Photography workshops, not to exceed: \$1,000.00
- h. Marcela Pomodoro, Spanish classes, not to exceed: \$800.00
- i. Michael Voogd, Animation and Martial Arts workshops, not to exceed: \$1,000.00
- j. Ralph D'Ignazio, Guitar, not to exceed: \$2,000.00
- k. Parker Anderson, science and more; not to exceed: \$4,500.00 (6 workshops)
- l. Human Nature Center, science and art; not to exceed: \$2,000.00
- m. Chris Jung, Minecraft, Coding, 3D Printing (each class is 90 minutes long); not to exceed: \$5,062.50
- n. Movies by Kids (Greg Kindseth); not to exceed: \$1,200.00
- o. Linda Adams, Spanish; not to exceed: \$4,000.00 (includes office hours)
- p. Kim Halamicek, food photography; not to exceed: \$1,000.00
- q. Gaby Hath, art, not to exceed: \$1,200.00
- r. Ingrid Cassady, science, not to exceed: \$700.00
- s. Lee Corkett, photography, not to exceed: \$1,000.00
- t. Vivian Rhoades, ELA tutoring, not to exceed: \$3,000.00
- u. Outschool licenses for a variety of classes; about 102 licenses; not to exceed \$6,000.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

- 19. Review, Discussion, and Approval of the stipend for Nick Humphrey to help with CALPADS and School Pathway and other compliance/tech issues. Not to exceed \$10,000.00 (paid in 10 monthly payments of \$1,000.00) for the 2020-21 school year.
  - a. Nick will be working on making sure that all data entered into School Pathways match with the many new requirements for reporting to CALPADS and will help with general review of enrollments, dis-enrollments, high school class entries, SPED and more.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*



20. Review, Discussion, and Approval of the 2020-21 Agreement with Polli Vlasic for Vision and Hearing Screenings, August 18, 2020 through May 31, 2021, not to exceed: \$800.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

21. Review, Discussion, and Approval of the 2020-21 quote from MobyMax (our local assessment) for an *All Schoolwide License* (complete K-8 curriculum for all subjects); from: July 23, 2020-July 23, 2020; not to exceed: \$3,495.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

22. Review, Discussion, and Approval of the professional development by attending the “Personnel Administrators Academy” offered by ACSA (Association of California School Administrators). The training provides a legal and operational foundation for managing employees and in human resources. The training consists of 70 hours of professional learning over seven weekends. It will be offered virtually. Not to exceed: \$2,600.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

23. Review, Discussion, and Approval of the renewal invoice for our Edjoin Account (through San Joaquin County of Education) for our personnel needs; not to exceed: \$750.00

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

24. Review, Discussion, and Ratification to continue the Ventura County Foster Youth Transportation Memorandum of Understanding for the 2020-21 school year. ROA agrees to pay 50% of transportation cost of a County Foster Youth who attends our program.
- a. As stated in the MOU, the parties agree that the renewal of said agreement shall happen automatically as of July 1 each year.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is*

25. Review, Discussion, and Approval of the revised policy for the California Healthy Youth Act Policy, originally adopted on June 6, 2019. It was recommended that we specify in the Policy that the parent has the right to “opt out of all or part of” the curriculum and specify that students will be provided with instruction in comprehensive sexual health education, HIV/AIDS prevention education “one time in middle school and one time in high school”.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

26. Review, Discussion, and Approval of the quote by Oaks Data Systems, Inc. to purchase and install two new wireless access points at our new Oxnard facility. Not to exceed: \$3,570.00 (+tax)
- a. Oaks Data Systems has previously installed such access points at our WL facility. The points ensure that we have consistent and strong WiFi throughout the entire facility. We are starting with two access points, however, we may need more depending on how many students are on campus at any given time and once we have a better idea of our WiFi needs in general and for the State mandated testing.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## **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:*

*Motion to:*

*Made by:*

*Motion is:*

## **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:

**Future Dates:** VCOE Board Governance Training: October 14, 5:30-7:30 PM