

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

**Thursday, June 4, 2020**  
**7:00 p.m.**

Due to the ongoing COVID-19 pandemic, this meeting will be held via teleconference only. Members of the public may observe the meeting and offer public comment using the dial-in information below.

**HELD VIA ZOOM:**

**Topic: Board of Director Meeting June 2020**  
**Time: Jun 4, 2020 07:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/81143577056?pwd=dTYrdVZ3L0NKcllyRTNkL2xGOWtIQOT09>**

**Meeting ID: 811 4357 7056**  
**Password: 6HV45J**

**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
- 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-Chairman: 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: Open	<u>      </u>	<u>      </u>

Mission Statement - 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.*

#### 4. Emergency Additions to the Agenda

#### 5. Motion to Approve the Agenda for June 4, 2020

*Motion to: Approve the agenda for the June 4, 2020 board meeting with the change to move the Closed Session items to open session as Action Item #21*

*Made by: Denise/Dr. Mac*

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

## 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) Dr. Mac shared Ca is in deep financial crisis. Please note many things are in flux. The whole financial picture is unsure. Admin has cut budget to help with the cut budget. The picture is dire but there is hope and ROA will be fine.
2. Parent Advisory Council (PAC) – Informational (10 min) None
3. Teacher’s Report – Informational (10 min)
  - a. Leslie shared and you may see her report in the Board Binder.
4. Oxnard Resource Center Report—Informational (10 min)
  - a. You may see Maria’s report in the Board Binder.
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min) None
7. High School Guidance Counselor Report—Informational (10 min) None

## 5. REPORTS

1. President’s Report – Terri, on behalf of the entire Board, presented Claudia with a tribute proclaiming her as the “Queen of the Owlies” including a trophy. The Board shared their appreciation of Claudia’s tireless, excellent leadership.
2. Individual Board Member Report – Denise shared updates on current bills. She also thanked everyone for the special graduation.
3. Director’s Report
  - a. You may find Claudia’s report in the Board Binder.
  - b. Pamela Keller shared stated she is interested in becoming a Board Member.
4. BSA Report – Rudy will share later in the meeting

5. VCOE Report
  - a. Marlo shared there will be a **Board Governance Training on October 14, 5:30-7:30 p.m.**

## 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 May 7, 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: Jennifer/Dr. Mac*

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

## 7. ACTION ITEMS

1. Review, Discussion, and Approval of Terri Childs to continue in board position #3, effective June 4, 2020 through June 4, 2023.
  - a) Board position #3 is designated by the Board, per Addendum B to the River Oaks Charter School Bylaws.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/ Jennifer*

*Motion is: Carried 3-0-1 with Denise, Dr. Mac and Jennifer in favor; Terri abstained and recused herself*

2. Review, Discussion, and Approval of Denise Filz (board position #4) to continue to serve as a community board member in the currently vacant board position #5. Duration of term: June 4, 2020 through June 4, 2023.
  - a) Board position #5 is designated by the Board, per Addendum B to the River Oaks Charter School Bylaws. Denise was a parent board member. However, her student graduated and therefore, she can no longer be a parent board member. Denise expressed an interest to continue to serve the board as a community member. Position #5 has been open. With the board's approval, Denise could be approved to continue to serve as a community member for the next term.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

3. Review, Discussion, and Approval of River Oaks Academy Charter School's COVID-19 Operations Written Report.

- a) Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes. EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan and Budget Overview for Parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

4. Review, Discussion, and Approval of the School Pathway SPArchiving Addendum, including a 2-hour training; not to exceed: \$.50/student/month.

*Claudia explained this will help parents be able to sign forms online via our student information system, rather than in person due to COVID.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

5. Review, Discussion, and Approval of River Oaks Academy Charter School's 2020-21 Adopted Budget (Benny/Rudy).

*Rudy presented the budget which can be found in the Board Binder under the June Agenda.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

6. Review, Discussion, and Approval of 2020-21 Proposition 30 Spending Plan. (Benny/Rudy)  
 a) Anticipated use of the 2020-21 Prop 30 Education Protection Account Funds.

*Rudy presented the Spending Plan which may be found in the Board binder under the June Agenda.*

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

7. Review, Discussion, and Approval of the 2020-2021 Salary Schedules (Benny/Rudy).

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

8. Review, Discussion, and Approval of the Local Agency Executive Compensation (Benny/Rudy).  
 a) In accordance with SB 1436, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

9. Review, Discussion, and Approval of additional funds for SPED services for students whose IEPs stipulate that they receive such services throughout the summer.  
 a. Andrea Bleecher, speech services in June; not to exceed: \$1,800.00  
 b. Empire Therapeutics, counseling services throughout the summer; not to exceed: \$5,200.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

10. Review, Discussion, and Approval of the renewal for our Securly:// (formerly: TechPilot) license for the 20-21 school year for tracking our i-Pads. Not to exceed \$781.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

11. Review, Discussion, and Approval to clean our floors at both offices in Westlake and includes carpet cleaning as well as vinyl buffing. This job is to be done throughout the summer; not to exceed: \$2,500.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

12. Review, Discussion, and Ratification of the invoice from the Illusion Factory for graphic art work for the print ads and the work and creation of our new landing page for our website. Not to exceed: \$1,080.00

a) The Illusion Factory has worked with us on our new ads as well as our new landing page to track the traffic that is directed to our website.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

13. Review, Discussion, and Ratification of the advertising cost for the ROA advertising campaign for the spring 2020:

- a) The Acorn: \$1,706.80 (2 ads in the TO Acorn and 2 ads in the Camarillo Acorn; ¼ page each)
- b) VC Star: \$1,827.50 (8 color print ads and 50,000 digital impressions-Sunday paper; ¼ page each)
- c) Social Media campaign: \$500.00 (for the month of May)
- d) Social Media campaign: \$1,000.00 (for the month of June)

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

14. Review, Discussion, and Approval of the annual year-end Board Resolutions and Resolution Memo. (Benny/Rudy)

- a) Certification of Signatures for the Fiscal Year 2020-21
- b) Resolution 20-04; Authorization to Allow Appropriation/Budget Transfers; Fiscal Year 2020-21
- c) Resolution 20-03; Appropriation of the Ending Balance to a Reserve
- d) Resolution 20-02; Authorization for the Ventura County Office of Education to Make Budget Transfers

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

15. Review, Discussion, and Approval of the moving expenses for our Oxnard facility as listed below:

- a. Vending machine move; not to exceed \$500.00
- b. Office furniture, etc. move; not to exceed \$5,000.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

16. Review, Discussion, and Approval of the new 221-work-day Administrative Assistant 20/21 and 15 Holidays work calendar.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Denise*

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

17. Review, Discussion, and Approval of a .5FTE Instructional Coordinator position.

- a. In lieu of the excessive enrollment request, and per the discussion during the Budget Committee meeting, we would like to add a .5 FTE Instructional Coordinator. This Instructional Coordinator will also be a .5 FTE Coaching Teacher.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

18. Review, Discussion, and Approval of 5 summer work days for Tezo upon mutual agreement to help out with any technology needs that may arise during the months of June and July.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

19. Review, Discussion, and Approval of the following workshop charges rendered by Professor Egghead (Nick Fraher) for the month of May; not to exceed: \$480.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Denise*

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

20. Review, Discussion, and Approval of the Legal Services Agreement with Hatch & Cesario for the 20-21 school year.

a) This is the law firm that we use for any SPED cases when we need legal guidance and support.

*Public Comments: None*

*Motion to: Approve*

*Made by: Denise/Dr. Mac*

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

21. Review, Discussion, and Approval of Public Employment for the following position (this item was moved from closed session to open session and added as Action Item #21):

- a. Title: Teacher #1
- b. Title: Teacher #2
- c. Title: Teacher #3
- d. Title: Teacher #4
- e. Title: Teacher #5
- f. Title: Teacher #6
- g. Title: Teacher #8
- h. Title: Teacher #9
- i. Title: Teacher #8
- j. Title: Educational Facilitator #1
- k. Title: Educational Facilitator #2
- l. Title: Educational Facilitator #4
- m. Title: Educational Facilitator #11
- n. Title: Educational Facilitator #12
- o. Title: Educational Facilitator #14
- p. Title: Educational Facilitator #15
- q. Title: Educational Facilitator #16
- r. Title: Educational Facilitator #17
- s. Title: Educational Facilitator #18
- t. Title: Educational Facilitator #19
- u. Title: Educational Facilitator #20
- v. Title: Math Specialist #1
- w. Title: Math Specialist #2



- x. Title: Math Specialist #3
- y. Title: Math Specialist #4
- z. Title: Math Specialist #6
- aa. Title: Administrative Assistant
- bb. Title: Office Assistant
- cc. Title: Clerical Help
- dd. Title: High School Counselor

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

## **2. CLOSED SESSION**

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

- a. Items were moved into Open Session as Action Item #21.

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

## **3. OPEN SESSION ACTION ITEMS**

### **8. CLOSED SESSION**

### **9. 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.*

## **4. ADJOURNMENT: 9:27 pm**

### **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Board of Directors may request assistance by contacting: Claudia Weintraub at [claudia.weintraub@roavc.com](mailto:claudia.weintraub@roavc.com) or 805 777-7999.