

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

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.

Thursday, September 3, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/88257880068?pwd=Y2RaVWRFNnpsd1FUaE14UGZzUFRvdz09>

Meeting ID: 882 5788 0068

Passcode: N3092F

7:00 NEW TIME

REGULAR MEETING LOCATION

River Oaks Academy
920 Hampshire Road, 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___	_____
Board Member: Pamela Keller	___x___	_____
Secretary: Jennifer Daugherty	___x___	_____
Treasurer: Dr. Michael McCambridge	___x___	_____
Board Member: Dr. Michael Hillis	___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. Motion to Approve the Agenda for September 3, 2020

Motion to: Approve
Made by: Dr. Mac/Jennifer
Motion is: Carried 5-0-0; Dr. Mac, Jennifer, Terri, Pamela and Mike all in favor

2. ORGANIZATIONAL

1. Election of Officers
 - a) Chairman of the Board: Terri (motioned by Mike; Dr. Mac)
 - b) Vice-Chairman: Jennifer (motioned by Terri/Dr. Mac)
 - c) Treasurer: Dr. Mac (motioned by Terri/Jennifer)
 - d) Secretary: Pamela (motioned by Terri/Dr. Mac)
 - e) Parliamentarian: Mike (Terri; Jennifer)

3. PUBLIC HEARING: 2020-21 Local Continuity & Attendance

Plan: Opened at 7:11 PM

- a) The Local Continuity & Attendance Plan is also available for viewing at our office at 920 Hampshire Road, Suite X, Westlake Village. **Closed at 7:20 PM** (Board will vote on September 29th at 5:00 PM at a special meeting on the LCP)

4. 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 items, are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.

5. 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)—see Leslie’s report in the board binder
4. Oxnard Resource Center Report—Informational (10 min)—see Maria’s report in the board binder
5. Student Report – Informational (10 min)--none
6. Career Pathways Report – Informational (10 min)—see Kathy’s report in the board binder
7. Student/Parent Report-Informational (3 min)--none
8. High School Guidance Counselor Report—Informational (10 min)—see Richard’s report in the board binder

6. REPORTS

1. Chairman’s Report—no report
2. Individual Board Member Report—no report
3. Director’s Report—see report in the board binder
4. BSA Report—will report later with Unaudited Actuals
5. VCOE Report—no report

7. 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 Minutes for the August 6, 2020 Board Meeting and the August 15, 2020 Board Retreat
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

Public Comments: None

Motion to: Approve

Made by: Pamela/Jennifer

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

8. ACTION ITEMS

1. Review, Discussion, and Approval of the revised Employee Handbook for 2020-2021
 - a) Our lawyers, Young, Minney and Corr (YMC), have reviewed our Employee Handbook and made the necessary legal updates.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Mike

Motion is: Carried 5-0-0; Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

2. Review, Discussion, and Approval of the revised Student Handbook for 2020-2021
 - a) Our lawyers, Young, Minney and Corr (YMC), have reviewed our Student Handbook and made the necessary legal updates.

Public Comments: None

Motion to: Approve

Made by: Pamela/Mike

Motion is: Carried 5-0-0; Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

3. Review, Discussion, and Approval of the quote for renewal of our IXL license. Not to exceed: \$996.00
 - a) This online resource is used for a variety of assessments and math practice.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

4. Review, Discussion, and Approval of the contract with Soroya Thenoz to offer our students, who are taking French, academic support by providing office hours. Not to exceed: \$1,500.00
 - a) Soroya has been our French teacher during our onsite workshops. She has agreed to continue to offer virtual academic support with two virtual office hours/week.

Public Comments: None

Motion to: Approve

Made by: Mike/Pamela

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

5. Review, Discussion, and Ratification of the quote for 100 i-Ready Assessment licenses for 1 year with Curriculum Associates. Not to exceed: \$2,200.00
 - a) This year, we are using i-Ready for our math and reading assessment for our high school students. This includes some professional development and training.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

6. Review, Discussion, and Approval of the quote Time4Learning for 20 online licenses. Not to exceed: \$4,080.00
 - a) These licenses are for an online curriculum, which we use every year for some of our families.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/ Mike

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

7. Review, Discussion, and Approval of the Handyman Job Description and the hourly rate of \$65.00
 - a) Our new Coaching Teacher is also a handyman. We still need to approve this job description and his hourly rate.

Public Comments: None

Motion to: Approve

Made by: Pamela/Dr. Mac

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

- 8. Review, Discussion, and Approval of a 2nd virtual workshop for the 2 virtual 5-week sessions in the fall taught by Jon Bernstein (Creative Writing 3-5th grade). Not to exceed \$1,000.00.
 - a) Jon is very popular and was able to accommodate his schedule to teach a 2nd workshop this fall for the younger students. He was already approved at the last board meeting to teach a creative writing workshop for the 6-8th grade students.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

- 9. Review, Discussion, and Approval of the cleaning quotes from:
 - a) Coverall North America for cleaning of the Westlake facilities. Not to exceed \$255.00/week
 - b) Victor Martinez for cleaning the Oxnard facility: Not to exceed \$325.00/week

Public Comments: None

Motion to: Approve with the change from “week” to “month” for each line item to read: a) Coverall North America for cleaning of the Westlake facilities. Not to exceed \$255/month and b) Victor Martinez for cleaning the Oxnard facility: Not to exceed \$325/month

Made by: Dr. Mac/Mike

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

- 10. Review, Discussion, and Approval of the 2019-2020 Prop 30 Spending Plan (Rudy/Benny)
 - a) Rudy will discuss the actual spending plan for Prop 30.

Rudy explained that this is the approval of the actual spending plan for Prop 30 from the 19-20 school year.

Public Comments: None

Motion to: Approve

Made by: Jennifer/Dr. Mac

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Pamela and Jennifer in favor

- 11. Review, Discussion, and Approval of the 2019-2020 ROA Unaudited Actuals Financial Budget and Report (Benny/Rudy).
 - a) Per Education Code 42100, Charter schools are required to submit the year-end financial data (unaudited actuals financial reports) to the CDE via authorizing agency, either in the SACS format or in the approved Alternative Form. The unaudited actuals financial reports submitted as required by Education Code Section 42100 have been deemed to also satisfy the reporting requirement of Education Code Section 47604.33.

Rudy explained the Unaudited Actuals and how the 19-20 school year ended financially. Rudy explained revenue and expenditures and SB 740 requirements.

Public Comments: None

Motion to: Approve

Made by: Pam/Jennifer

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Jennifer and Pamela in favor.

- 12. Review, Discussion, and Approval of a stipend for Leina Ball for mentoring 4 of our teachers for their first year (and one teacher’s 2nd year) induction program. Not to exceed: \$3,000.00
 - a) Leina has agreed to mentor our 4 coaching teachers who need to start/continue their induction program to clear their credential. Leina has been the mentor for teachers before who are going through the program.

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Mike

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Jennifer and Pamela in favor.

- 13. Review, Discussion, and Approval of the renewal of the contract with Melissa Foster as our school nurse for SPED purposes and scoliosis testing for the 2020-21 school year. Not to exceed: \$1,000.00

Public Comments: None

Motion to: Approve

Made by: Dr. Mac/Jennifer

Motion is: Carried 5-0-0; with Terri, Dr. Mac, Mike, Jennifer and Pamela in favor.

9. CLOSED SESSION

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

None

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

10. OPEN SESSION ACTION ITEMS

None

11. 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.

12. ADJOURNMENT: Time: 8:41 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 or 805 777-7999