

**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.

**ZOOM MEETING INFO:**

River Oaks Academy is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/88386989287?pwd=WDRvZlc1VVpZbWozSmJNRnNwb1BxQT09>

Meeting ID: 883 8698 9287

Passcode: 1G0RUR

**Thursday, November 5, 2020**  
**7:00 p.m. NEW TIME**  
WESTLAKE VILLAGE 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 7:00 PM**

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairwoman: Terri Childs	<u>  X  </u>	<u>      </u>
Vice-Chair: Jennifer Daugherty	<u>  X  </u>	<u>      </u>
Treasurer: Dr. Michael McCambridge	<u>  X  </u>	<u>      </u>
Secretary: Pamela Keller	<u>  X  </u>	<u>      </u>
Parliamentarian: Dr. Michael Hillis	<u>  X  </u>	<u>      </u>

- 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 November 5, 2020

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

*Motion is: Carried 5-0-0; with Terri, Dr. Mac, Dr. Hillis, Jennifer and Pamela 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)  
Dr. McCambridge reported the budget is very conservative and workable. Rudy will be presenting the budget to the Board in December.
2. Parent Advisory Council (PAC) – Informational (10 min)  
Teresa Le, president of PAC, shared there is a full PAC Board for 20-21. The PAC goal this year is centered around open communication and creativity, planning school spirit events and fundraisers (i.e. school shirts, amazon smile, online book fair). PAC is circulating a newsletter spotlighting students, families, and teachers to connect the community.
3. Teacher’s Report – Informational (10 min)  
Leslie Maple shared and her report may be found in the Board Binder.
4. Oxnard Report (10 min) Maria shared and her report may be found in the Board Binder.
5. Student Report – Informational (10 min)  
Deborah Vukovitz and her daughter, Lenora, shared how they appreciate all the support from the school and the coaching teacher, as well as all of the teachers being very nice and supportive. Lenora also likes that all of the students are very nice and do not bully.
6. Career Pathways Report – Informational (10 min)  
Kathy Jackson shared a quote used by the class taken from Abraham Lincoln, “People are about as happy as they make up their mind to be.” The class is applying 7 Habits of Highly Effective Teens.
7. High School Guidance Counselor—Informational (10 min)  
Richard Intlekofer reported there was low attendance for the SAT and PSAT tests. All SAT’s and PSAT’s tests have been cancelled through November 7th. The entire Edgenuity course catalog has been sent to NCAA to be approved.
8. SEL Report—Informational (10 min)  
Jennifer Anderson shared and her report may be found in the Board Binder.

## 5) REPORTS

1. Board Chairperson's Report – Terri shared her thankfulness for Bev's service all of these years and that she will be missed.
2. Individual Board Member Report – Jennifer shared how she and her boys love the Outschool classes, adjusting to different styles of teaching and interacting with students from all over the world.
3. Director's Report may be found in the Board Binder.
4. BSA Report – Rudy will present the first interim budget report at the December Board meeting along with the LCFF.
5. VCOE Report - Marlo Hartsuyker thanked everyone who attended the Board workshop offered by VCOE. ROA will be up for their programmatic presentation at VCOE on January 25th.

## 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 September 29 and October 1, 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

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Hillis/Pamela*

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

## 7) ACTION ITEMS

1. Review, Discussion, and Approval of the retirement resignation note from Beverly Matsumura, our amazing and valued Administrative Assistant, effective as of November 30, 2020.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Jennifer*

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

2. Review, Discussion and Ratification of the hiring of Gretchen Gillis as the new Administrative Assistant with 1.0 FTE with a start date of November 2, 2020.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

3. Review, Discussion, and Approval of adding additional funds to Leah Dickenson’s account, counseling services for our special education students; not to exceed: \$15,000.00.
  - a. We have had a high demand of counseling services this year for our special education students for a variety of reasons, including the effects of COVID-19.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Dr. Hillis*

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

4. Review, Discussion, and Approval of the Lease Amendment #5, dated September 15, 2020, between Water Court, LLC and River Oaks Academy Charter School Corporation a nonprofit public benefit corporation for the premises consisting of approximately 7,054 rentable square feet located at 920 Hampshire Road, Suite X and V, Thousand Oaks.
  - a. This is a Lease Amendment to extend the expiration date of the facility lease until February 28, 2026. The Landlord has agreed to freeze the current lease rate until March 1, 2022 and to install new flooring in Suite V.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

5. Review, Discussion, and Approval to increase the encumbered amount for Antonio Mendoza for sanitizing our Westlake offices. Not to exceed: \$1,020.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Pamela*

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

6. Review, Discussion, and Ratification of the contract with Carol Tillman for training on how to write better and more comprehensive math goals for high school special education students. Not to exceed: \$125.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Pamela/Dr. Mac*

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

7. Review, Discussion, and Ratification of the contract with Matthew Christie for the staff’s CPR recertification training. Not to exceed: \$1,430.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Hillis/Dr. Mac*

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

8. Review, Discussion, and Ratification of the following additional contracts with vendors for the 2<sup>nd</sup> 5-week workshop session and the park classes:
- a. Gabriela Hath; art; not to exceed: \$345.00
  - b. Michael Voogd, martial arts and cartooning; not to exceed: \$2,700.00
  - c. Ben Pfister, BeyondTheToolbox.com; “Artistic Math Class”; not to exceed: \$1,640.00
  - d. Robert Remedi, Outdoor activities; not to exceed: \$2,100.00
  - e. Breakthrough Sports; not to exceed: \$2,700.00
  - f. Vivian Rhodes, script writing; not to exceed: \$450.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Pamela*

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

9. Review, Discussion, and Approval of the renewal of our subscription to “Mathseeds” for 35 licenses from 11/21/2020 through 11/20/2021; not to exceed \$350.00.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Pamela*

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

10. Review, Discussion, and Approval of the following contracts with the presenters for our Social Emotional Parent Speaker Series, starting in January 2021:
- a. Bonnie Vandenburg \$100
  - b. Julie Tunick \$225
  - c. Leah Dickenson \$200
  - d. Shoshona Wheeler \$125

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Pamela*

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

11. Review, Discussion, and Approval of the Covid-19 Face Covering Policy.
- a. This Policy was developed with the help of our insurance company, CharterSafe, to protect staff and all stakeholders during this epidemic.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Hillis/Jennifer*

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

12. Review, Discussion, and Approval of the revised Salary Schedule for the Administrative Assistant.
  - a. This Salary Schedule has been revised to fit the newly adopted job description for the Administrative Assistant position with the change of staff in that position.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Mac*

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

13. Review, Discussion, and Approval of the renewal Invoice from ParentSquare for our annual subscription from 11/15/2020-11/14/2021; not to exceed \$1,685.00.
  - a. This invoice is for our communication platform called ParentSquare, which we use regularly to inform parents of happenings at ROA.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Hillis/Jennifer*

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

14. Review, Discussion, and Approval of increasing Ms. Phuong Hong's FTE from .5 to .75 retroactively to October 1, 2020.
  - a. Phuong is an extremely valued and hard-working part of the math team at ROA. She has been an instrumental part in many of our math changes and consistently works many hours beyond the previously approved .5 FTE.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Hillis/Pamela*

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

15. Review, Discussion, and Approval of the Declaration of Need for Fully Qualified Educators (CL500 form).
  - a. The River Oaks Academy Board approves to meet the State's credential requirements to have 3 multiple subject teachers and 1 single subject teacher add an EL authorization to their credential and one special education teacher add an autism authorization to her credential.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/ Jennifer*

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

## 8. CLOSED SESSION

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

N/A

## 9. OPEN SESSION ACTION ITEMS

N/A

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## 10. 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.*

## 11. ADJOURNMENT 8:45 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**