

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, August 5, 2021

7:00 PM

REGULAR MEETING LOCATION—Meeting is held in person

River Oaks Academy

920 Hampshire Road, Suite X

Westlake Village, CA 91361

www.riveroakscharter.com

If you would like to attend via Zoom, here is the link:

<https://us02web.zoom.us/j/87698403181?pwd=RjVKZ1Y4d1ZQYlliWjZTVFRnTXhiUT09>

Meeting ID: 876 9840 3181

Passcode: 1705a6

MINUTES

1. OFFICIAL OPENING OF THE MEETING 7:00PM

- 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>✓</u>	<u> </u>
Vice-Chair: Jennifer Daugherty	<u>✓</u>	<u> </u>
Secretary: Pamela Keller	<u>✓</u>	<u> </u>
Treasurer: Open	<u> </u>	<u> </u>
Board Member: Dr. Michael Hillis	<u>✓</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. Motion to Approve the Agenda for August 5, 2021

Motion to: Approve

Made by: Dr. Hillis / Jennifer

Motion is: Carried 4-0-0; with Terri, Jennifer, Pamela and Dr. Hillis 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) *None*
2. Parent Advisory Council (PAC) – Informational (10 min) *None*
3. Teacher’s Report – Informational (10 min) *Can be found in Board Agenda binder*
4. Oxnard Resource Center Report—Informational (10 min) *Can be found in Board Agenda 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) *Report from Richard Intlekofer: Richard has been meeting with teachers, and discussing options for CTC classes. Excellent options available from VCOE’s CEC and other curriculum we have available.*

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 3, 2021
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 / Dr. Hillis

Motion is: Carried 4-0-0; with Terri, Jennifer, Pamela and Dr. Hillis in favor

7. ACTION ITEMS

1. Review, Discussion, and Approval of the board designated board member position #1 to be filled with Benny Martinez.
 - a) Board position #1 is a position that is designated by the Board. Mr. Benny Martinez is well-known to the entire board and community as he has been working with River Oaks in his previous capacity as the Director at the BSA. Benny is now retired and expressed the desire to join the ROA Board.

Public Comments: None

Motion to: Approve

Made by: Jennifer / Dr. Hillis

Motion is: Carried 4-0-0; with Terri, Jennifer, Pamela and Dr. Hillis in favor

2. Review, Discussion, and Approval of the cleaning quote for our Oxnard facility from the California Steam Team and Janitorial Service; not to exceed: \$325/month for regular cleaning and \$365 a month for sanitizing 3/week.
 - a. We had this cleaning service during 20/21.

Public Comments: None

Motion to: Approve

Made by: Pamela / Jennifer

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

3. Review, Discussion, and Approval of the 2021-22 Consolidated Application—Spring Release. (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: None

Motion to: Approve

Made by: Jennifer / Dr. Hillis

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

4. Review, Discussion, and Approval of the 2021-2022 Occupational Therapy Agreement with the Ventura County SELPA for Occupational Therapy services from September 1, 2021 through July 31, 2022; not to exceed \$12,240.00
 - a. We contract with our local SELPA for our OT services for our Special Education Students.

Public Comments: None

Motion to: Appprove

Made by: Dr. Hillis / Pamela

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

5. Review, Discussion, and Ratification of the following positions:

212200055	Education Facilitator #22
212200056	Education Facilitator #23
212200057	Education Facilitator #24
212200058	Counseling Intern
21223012	SPED

Public Comments: None

Motion to: Approve

Made by: Jennifer / Dr. Hillis

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

6. Review, Discussion, and Ratification to pay the Director 12 of the 27 days of overtime during the 2020-2021 school year.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Benny

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

7. Review, Discussion, and Ratification of the following textbook and material orders:
 - a. Math book order with Savvas; not to exceed \$1,581.73
 - b. Integrated Science material order, Pearson; not to exceed \$2,657.97

Public Comments: None

Motion to: Approve

Made by: Pamela / Dr. Hillis

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

8. Review, Discussion, and Ratification of the renewal of our storage unit lease with SoCal Self Storage—Westoaks; not to exceed \$4,499.00 for the period of August 1, 2021-July 30, 2022.
- a. With a prepayment of the entire invoice, we do receive the 12th month free of charge.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Jennifer

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

9. Review, Discussion, and Ratification of the contract with Aidan Chisum as a new Office Assistant/Tech Specialist, filling the vacated position by Monica.
- a. Aidan comes to us through CLU. He is joining us full-time. His many amazing skills as well as his impeccable technology background will be in great demand.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Pamela

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

10. Review, Discussion, and Ratification of the 2021-2022 contract for Escape Financial and Payroll/Personnel System provided by the Ventura County Office of Education @ \$12.00 per ADA Factor not to exceed \$3,900.00.

Public Comments: None

Motion to: Approve

Made by: Jennifer / Benny

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

11. Review, Discussion, and Approval of the renewal for 50 licences with MobyMax for the period of August 13, 2021 through August 13, 2022. Not to exceed: \$799.00
- a. MobyMax is a complete K-8 curriculum for all subjects and is often used by our math team as well as by our special education team for academic support.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Jennifer

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

12. Review, Discussion, and Approval of the VCOE Agreement for Courier Services between the VCOE and ROA for 2021-2022; not to exceed: \$2,684.00
- a. This is the weekly mail service from the VCOE district to and from ROA.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Pamela

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

13. Review, Discussion, and Approval of the revised 2021-2022 Employee Handbook
- a. The Employee Handbook has been revised by our legal team at YMC and updated with any new changes and laws necessary.

Public Comments: None

Motion to: Approve

Made by: Jennifer / Benny

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

14. Review, Discussion, and Ratification of the contract with Antonio Mendoza for the sanitation of our offices at Westlake 2/week through January, 2022. Not to exceed: \$3,240.00

Public Comments: None

Motion to: Approve

Made by: Pamela / Dr. Hillis

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

15. Review, Discussion, and Ratification of the invoice from Christian Allen who was creating a tracking system for our special education staff and who was working to help evaluate how to reduce the cost of the special education program. Not to exceed: \$2,150.00

Public Comments: None

Motion to: Approve

Made by: Jennifer / Dr. Hillis

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

16. Review, Discussion, and Ratification of the quote from Aztec Data Supply, Inc. for a new laptop for our new computer expert and technology person, Aidan; not to exceed: \$1,875.00

- a. We obtained a couple of quotes for this laptop.

Public Comments: None

Motion to: Approve

Made by: Benny / Jennifer

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

17. Review, Discussion, and Approval of the 2021-2022 Fall Agreements between River Oaks Academy and the Virtual Enrichment Workshop Vendors (both Resource Centers). Workshops start the week of September 20 and will run for 10 weeks.
- a. Andrea Diamond, STEM classes, not to exceed: \$2,000.00
 - b. Breakthrough, Sports, not to exceed: \$3,900.00
 - c. Parker Anderson, science and more; not to exceed: \$3,000.00

- d. Human Nature Center, Meg Handler, science and art; not to exceed: \$26,250.00
- e. Ben Pfister; Physics through programming; not to exceed: \$16,170.00
- f. Michael Voogd, Martial Arts, not to exceed: \$3,000.00
- g. Marine Biology; not to exceed: \$3,825.00
- h. Wonderland; not to exceed: \$2,700.00

Public Comments: None

Motion to: Approve

Made by: Pamela / Dr. Hillis

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

18. Review, Discussion, and Approval of the 2021-2022 Agreement with Polli Vlastic for Vision and Hearing Screenings, August 18, 2020 through May 31, 2021, not to exceed: \$800.00

Public Comments: None

Motion to: Approve

Made by: Pamela / Dr. Hillis

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

19. Review, Discussion, and Approval of the following policies:
- a. Revised Independent Study Policy with AB130 required elements included.
Reviewed and updated by YMC's attorney, Lisa Corr.
 - b. Tiered Re-Engagement Procedures Policy
 - c. Academic Probation Policy—reflecting AB130 definition of satisfactory educational progress

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Jennifer

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

20. 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: \$1,200.00

Public Comments: None

Motion to: Approve

Made by: Jennifer / Pamela

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

21. Review, Discussion, and Approval of the renewal of the Securly application (start date 7/15/2021-7/14/2022) used to track and monitor our iPads; not to exceed: \$781.00

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Benny

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

22. Review, Discussion, and Approval of the change of the start time of the regularly scheduled board meetings.

Board agreed to change the start time of regularly scheduled Board Meetings to 6:00pm.

Public Comments: None

Motion to: Approve

Made by: Jennifer / Dr. Hillis

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

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: *8:26pm*

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

VCOE Board Governance Training has been moved to September 22, 2021, 5:30-7:30 via Zoom

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