

River Oaks Academy
REGULAR MEETING OF THE GOVERNING BOARD

Thursday, March 2, 2023
6:00 P.M

IN PERSON MEETING
Zoom Link for audience

<https://us02web.zoom.us/j/87116960279?pwd=aGg2S3lBSjV3ZE4vQm1UeWdRWdLUT09>

Meeting ID: 871 1696 0279

Passcode: 7s8188

Regular Meeting Location

River Oaks Academy
920 Hampshire Rd. Suite X
Westlake Village, CA 91361
www.riveroakscharter.com

Minutes

1. OFFICIAL OPENING OF THE MEETING *6:00pm*

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

	<i>Present</i>	<i>Absent</i>
Chairman: Terri Childs	___✓___	_____
Vice-Chair: Dr. Michael Hillis	___✓___	_____
Treasurer: Benny Martinez	___✓___	_____
Secretary: Carrie VanAcker	___✓___	_____
Parliamentarian: Martha Mata	___✓___	_____

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. Approval of the Agenda for March 2, 2023

Motion to: Approve

Made by: Martha / Dr. Hillis

Motion is: Carried 5-0-0; with Terri, Dr. Hillis, Benny, Carrie, and Martha 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 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
2. Parent Advisory Council (PAC-Teresa) – Informational
3. Teacher’s Report (Leslie) – Informational
4. Operations Report (Nick)—Informational
5. Academics Report (Maria)—Informational
6. Student Report – Informational
7. Career Pathways Report (Kathy) – Informational
8. High School Guidance Counselor Report (Richard/Moira)—Informational

5. REPORTS

1. Board Chairperson’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 February 2, 2023 Board meeting minutes and the February 7, 2023 Budget Committee meeting 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: Martha / Benny

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

7. ACTION ITEMS

1. Review, Discussion, and Approval of additional funding for our tutor, David Grant. Not to exceed: \$5,000.00
 - a. David has become an integral part of our in person tutoring program and is very “popular” with the students. He is also helping out in our Focus Room and is able to help students not only in math, but also with science questions. Students seek his services and follow him from facility to facility.

Public Comments: None

Motion to: Approve

Made by: Martha / Benny

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

2. Review, Discussion, and Approval of the 2022-2023 2nd Interim Budget (Rudy).
 - a. Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and for the subsequent two fiscal years, in accordance with Education Code Section 42131. The Second Interim Report covers the financial and budgetary status for the period ending January 31, 2023.

Public Comments: None

Motion to: Approve

Made by: Benny / Martha

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

3. Review, Discussion, and Approval of the invoice from AccessIt, our annual license fee for our library system; not to exceed: \$650.00.
 - a. As we keep a library system to track our textbooks and materials that we check out to our families, this license fee allows us to use the system via the cloud and access it at both locations, Westlake and Oxnard.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Martha

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

4. Review, Discussion, and Approval of the administrator’s stipend for the Summer Academy at \$400/day (each).
 - a. The ROA Summer Academy starts on July 3-August 4, 2023. The ROA Summer Academy requires that an administrator will be on campus at all times and make sure that the program runs properly and daily questions are answered. This continues to be work above and beyond the administrator’s job description.

Public Comments: None

Motion to: Approve

Made by: Martha / Dr. Hillis

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

5. Review, Discussion, and Approval of the Services Agreement for the 2023-2024 school year with the Ventura County SELPA:
 - a. For adapted physical education specialist services; not to exceed: \$6,140.25
 - b. For school-based Occupational Therapy Services; not to exceed: \$21,247.11
 - i. ROA contracts with our local SELPA on the above-listed services for our special needs students. This is the renewal MOU for the upcoming school year, starting on 7/1/23 through 6/30/24.

Public Comments: None

Motion to: Approve

Made by: Martha / Benny

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

6. Review, Discussion, and Approval of additional funding for Michal Hasson, Fireglass Studio, for her glass fusion class; not to exceed \$960.00
 - a. Due to the class being so popular, Michal agreed to increase the amount of students who can take her class, but with that, the cost of the class has increased.

Public Comments: None

Motion to: Approve

Made by: Benny / Martha

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

7. Review, Discussion, and Approval of the “Transportation Procedures and Policy”.
 - a. With offering transportation for some of our students, we feel the need to establish procedures and a policy that reflects the requirements for transportation.

Public Comments: None

Motion to: Approve

Made by: Martha / Dr. Hillis

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

8. Review, Discussion, and Approval of the quote from Raptor Technologies for the purchase and subscription services, as per the agreement, dated March 1, 2023; not to exceed: \$3,892.00 for the first year for both facilities.
 - a. This quote is for the Raptor Visitor Management system, including training, hardware and software access fees. We believe that due to a need to increase our security at our campuses, a system like this has become a necessity. The Raptor system is used by other local charter schools and districts.

Public Comments: None

Motion to: Approve

Made by: Martha / Dr. Hillis

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

9. Review, Discussion, and Approval of the “River Oaks Facility Visiting Procedures”.
 - a. With the purchase of the Visitor Management System, Raptor, we believe that we need to outline process and procedures for keeping our students safe.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Carrie

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

10. Review, Discussion, and Approval of adding additional funding for our tutoring service, Tutor Me Education, to allow students to continue virtual tutoring and academic support; not to exceed: \$34,500.00 for an additional 500 hours at the rate of \$69/hour
 - a. As we are preparing for our state mandated testing time, we would like to have the ability to continue to refer students for additional support in academic areas by allowing them to take tutoring hours through Tutor Me Education.

Public Comments: None

Motion to: Approve

Made by: Martha / Benny

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

11. Review, Discussion, and Approval of the increase in the cost to clean our Oxnard facility as per the California Steam Team Janitorial Service Contract; not to exceed \$725.00 per month
 - a. The janitorial service cleans our Oxnard facility 4 days/week. The increase is a \$35.00 increase. They have not increased our cost for the last two years.

Public Comments: None

Motion to: Approve

Made by: Carrie / Dr. Hillis

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

12. Review, Discussion, and Approval of the ERC Client Service Agreement between ROA and ERC Funding LLC to receive ERC funding. ERC shall provide consulting on/calculation of ROA's eligibility for relief, Qualifying Wages, and the amount of Employee Retention Credit for the 2020 and/or the 2021 year, as outlined and regulated by the Coronavirus Aid Relief and Economic Stimulus Act ("CARES Act"), IRS Notice 2021-20, Notice 2021-23 and other guidance. (Rudy)

Public Comments: None

Motion to: Approve

Made by: Martha / Carrie

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

13. Review, Discussion, and Approval of Agreement with Parsec Education; not to exceed \$3,188.00
 - a. This is the agreement with Eugene Park for the 23/24 school year to perform our testing data analytics using our CAASPP and i-Ready data. This report will help us analyze and evaluate the academic outcomes and drive and adjust support for our students for the 23/24 school year.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Carrie

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

14. Review, Discussion, and Approval of the High School Graduation Requirements Policy as per Education Code 51225.3 (AB181) for Students who are exempted from the adopted graduation requirements.
 - a. As a part of the 2022 California Education Budget Trailer Bill (AB181) and effective June 30, 2022, Section 51225.31 was added to the Education Code which established a new high school diploma pathway exclusively for students with significant cognitive disabilities in alignment with the federal Every Student Succeeds Act (ESSA). Specific students may obtain a diploma of graduation from a high school if they meet the state's minimum coursework requirements.

Public Comments: None

Motion to: Approve

Made by: Dr. Hillis / Carrie

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

15. Review, Discussion, and Approval of the reviewed Naloxone Administration Policy pursuant California Education Code 49414.3 (a): School districts, county offices of education, and charter schools may provide emergency naloxone hydrochloride or another opioid antagonist to school nurses or trained personnel who have volunteered pursuant to subdivision (d), and school nurses or trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

a. Training for Executive Director, and any volunteer designees, will be provided through the Ventura County Behavioral Health's Institutional Naloxone Program for Schools.

Public Comments: None

Motion to: Approve

Made by: Martha / Carrie

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

8. CLOSED SESSION

9. OPEN SESSION ACTION ITEMS *None*

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 Time: *7:56pm*

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