

# Riverside Drive Charter School

## Governance Council Meeting

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May 24, 2017

### Welcome

#### Governance Council

Judith Schear, Interim Principal; Ilra Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Patryce Harris, Parent; Elizabeth Zubkoff; Valerie Wiesbrock, Parent; Alma Cordova (1st Alternate), Parent; Vatsana Bilavarn, Teacher; Elsie Bohorquez, Teacher; Beth Meyers, Teacher; Angie Ware, Staff

#### Attendees and Presenters

Judith Schear, Interim Principal; Ilra Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Elizabeth Zubkoff, Parent; Patryce Harris, Parent; Valerie Wiesbrock, Parent; Alma Cordova, Parent; Vatsana Bilavarn, Teacher; Elsie Bohorquez, Teacher; Beth Meyers, Teacher/Parent; Angie Ware, Classified Staff; Jim Becher, Parent (New Council Member); Nicole Harris Johnson, Parent (New Council Member), Barbara King-Wilson, Parent (New Council Member); George Kommer (New Council Member- 1<sup>st</sup> Alternate); Nubia Sandoval (New Council Member- 3<sup>rd</sup> Alternate); Adam Brandy, Teacher (New Council Member); Pearl Brinkley, Classified Staff (New Council Member); Jenifer Roosevelt (New Council Member- Teacher Alternate); Mary McAuley, Parent; Susan Baker, Parent; Christine Higgins, Parent; Kris Nevills, Teacher/Parent, Mary Campbell, LAUSD;

### Welcome/Roll Call

Mr. Wi called the meeting to order at 3:10pm.

Thank you to Catherine for arranging all the paperwork. Governance rating was a 4 (the BEST) for the Charter Review. Today is our last meeting of the year and we would like to welcome the new Council Members.

### Reading and Approval of Minutes

The council reviewed the minutes from the last meeting and approved.

### Committee reports

#### ART

Susan Baker

Art Night was last Friday night. It went very well. Lots of positive feedback. Good attendance. Our last meeting is next Friday to see what we could do better next year and review some of the things we weren't able to bring to fruition this year. Art Night came in well under budget- we came in at \$450 of the allotted \$800. This year we've done assemblies, painted murals in the Garden and brought experiences like DADA and The Burbank Band to campus. There is a little bit of interest on the committee for someone to take over for Ms. Baker next year. We might split up into subcommittees next year.

#### CAMPUS BEAUTIFICATION (see attached proposal)

Vas Bilavarn

The black tops and striping is done. We want to do a campaign next year for the tremendous amount of Lost and Found clothing "Don't Put it to Waste, Put it Around your Waist." Set expectations for next year. We are looking to ask Governance for funding for the 5<sup>th</sup> Grade mural. We want to expand the gate by the bungalow/Room 43- perhaps make it a Literacy Garden. We would also like to see the play structures grow with our growing school population.

#### GRANT WRITING

Valerie Wiesbrock

We are rounding out the year- we want to get the Shade Structure Grant squared away. We need to know who the approved vendor will be for the grant. It is due at the beginning of the year.

#### INTERVIEW

Nothing.

Meeting Minutes – Governance Council Meeting May 24, 2017 FINAL VERSION (approved 8/23/2017)

## **LITERACY**

Elsie Bohorquez

Allotted \$10K for Write from the Beginning- it's time to begin this, however there is an issue. The teacher going to training will need \$2184 in addition for sub days for training. Teachers were surveyed and all the teachers want this program. Mr. Wi points out that the training is for summer and can we bring this cost with up with the new Council in the next school year. Mr. Wi- We should move forward with this training over the summer.

## **PFRD**

Mary McAuley

PFRD is no longer doing REC and Super School in the Fall. It might dissolve- still TBD. We cannot commit to any financials that they have previously committed to. Astro Camp owes PFRD \$5K. The 5<sup>th</sup> Grade owes money back to PFRD and Ms. Wygal was told by Ms. Bush that everything was fine on her end. Ms. Bush said she had money for Ms. McAuley. The 5<sup>th</sup> Grade picnic is next week. PFRD gave the 5<sup>th</sup> Grade money at the beginning of the year. The 5<sup>th</sup> Grade Committee was an Ad Hoc Committee. The funds were specifically for Astro Camp deposits. The deposit amount was a little over \$15K- includes Astro Camp, buses, etc. the total is over \$21K. The balance needs to be paid to PFRD. Via text Ms. Wygal confirmed that Ms. Bush has the money owed to PFRD. PFRD can still run as a booster- but we need to have people who can run it. Mr. Wi- 5<sup>th</sup> Grade is part of Governance? Ms. Wygal- it is an Ad Hoc committee. It is a school issue because the 5<sup>th</sup> Grade asked the school for money for Commencement. PARKING LOT this topic. Ms. Cadorette notes the Purpose of Governance from the Bi-Law. Ms. Wiesbrock would like a list of those committees asking for money from PFRD so she can look for money in the form of grants. Ms. Meyers suggests we put this on the agenda for next year an revamp the 5<sup>th</sup> Grade Committee. Ms. Schear notes that before Astro Camp started it was communicated that it was an off campus/non-school function.

## **SAFETY**

Nothing.

## **SCIENCE/MATH/SOCIAL SCIENCE/GARDEN**

Jenifer Roosevelt

The Science Committee is working on scheduling to make sure Enrich LA has all the paperwork needed for the garden repairs- the money has all been raised through donations. The fate of the Garden Committee is up for debate. Ms. Wiesbrock- how much money is needed for this in respect to possible grants? Approximately \$6k.

## **STRATEGIC PLANNING**

Christine Higgins

Reviewed five-year plan and evaluated what we have done. Research is still being done. We've accomplished everything we set out to date for the first year of the plan. We are setting up for 2<sup>nd</sup> year plans. Mr. Wi will be on the committee next year, but this is Ms. Higgins last year at the school and we will need a new Chair for the Committee. The Charter Review is back and people can look at it- everyone should read it for actions for next year. The PD scheduled has not been followed for the last several months. We respectfully request that the new principal give PD to the teachers for next year. Mr. Wi congratulates the committee. Ms. Harris notes that she has people for the ELAC committee for next year.

## **TECHNOLOGY**

Kris Nevills

Worked on Testing and getting higher test scores. The Committee would like to see a Maker Lab on campus. A Maker Lab is a place where kids can go to use computers to create things- we do have a 3D printer and other things that 21<sup>st</sup> century technology oriented students need.

## **WEBSITE**

Patryce Harris

Automated bulletins are going out- 122 people are on the email blast. That is something we can access quickly if need be. Ms. Schear has a 500-person blackboard email. Over the Summer Ms. Harris would like to talk to the teachers to set up dummy sites for each grade level. Ms. Meyers- is there a way to collate both lists. Ms. Schear's email list you an opt out of. The concern is that parents will become inundated and ignore emails.

## **5<sup>TH</sup> GRADE**

Catherine Wygal

5<sup>th</sup> Grade picnic is tomorrow, 5<sup>th</sup> Grade dance is upcoming, and the Culmination the following Thursday.

## NEW BUSINESS

### Welcome New Members to the Board- Governance Training (see attached)

Catherine Wygal

Welcome to all new board members. We have departing board members- Ms. Wygal, Ms. Zubkoff, Mr. Wi, and Ms. Ware.

Handouts: The Brown Act, 11 Commandments for Meeting Etiquette, Governance Power Point presentation.

**The Brown Act:** Governance is mandated by LAUSD. We follow Brown Act rules. All discussions are in public and transparent- unless it is of a delicate nature. There might be special meetings- ie. Budget Meeting. Monthly meetings are scheduled. Quorum is needed to vote. 7 people are needed to vote and hold a meeting. You can talk about issues off line but all decisions are to be made in public.

The Parliamentarian needs to help us follow the Brown Act and follow Roberts Rules for Order.

**Meeting Etiquette:** A professional environment that we keep professional. Come prepared. Pay attention. Be calm. Governance manages the Block Grant. It is a serious and big responsibility.

### Governance Power Point Presentation: (see attached)

The board switches out half way throughout the year. Alternates are expected to attend all meetings. Ms. Schear needs to interrupt- according to the Charter office the Charter does not have bi-laws. Governance should run by the District's Bi-Laws. According to LAUSD these are the bi-laws we must follow.

### Elect Officers to the 2017-2018 Board

Ilra Wi

Elections for the 2017-2018 Board. Each officer discussed the time commitments needed for each position. Ms. Bilavarn- are some of the duties of Chair and Vice Chair fluid or switched? The Executive Committee can choose when they can meet.

Motion to have the Chair position as a Co-Chair Position. MOTION APPROVED.

**Co-Chairs (must be second term candidates):** Brooke Cadorette and Patryce Harris self-nominate. Motion to Approve Brooke Cadorette and Patryce Harris as Co-Chairs. MOTION APPROVED. Brooke Cadorette and Patryce Harris are the new Co-Chairs.

**Vice Chair:** NOMINATE: Beth Meyers; Motion to Approve Beth Meyers as Vice Chair. MOTION APPROVED Beth Meyers is the new Vice Chair

**Secretary:** NOMINATE: Valerie Wiesbrock; Motion to Approve Valerie Wiesbrock as Secretary. MOTION APPROVED Valerie Wiesbrock is the new Secretary.

**Parliamentarian:** NOMINATE: Adam Brandy; Motion to Approve Adam Brandy. MOTION APPROVED Adam Brandy is the new Parliamentarian.

### Campus Beautification Budget Request (see attached)

Catherine Wygal/Vas Bilavarn

Originally the committee was going to ask PFRD but now plans have changed and we are asking Governance. The hand ball wall design is simple (see attachment- lightbulb), mural design approved by 5<sup>th</sup> grade teachers. Amount has changed and is down to \$250 for total supplies needed. Vas bought supplies and paint- Ms. Schear asked if paint was district approved, Ms. Bilavarn is checking to make sure it is district approved. Ms. Schear has a list of approved paints. Ms. Bilavarn will check with Pete. We are holding off on this for now- if the paint needs to be returned then it can be returned.

### Bi-Laws Amendment

Catherine Wygal

We are mandated 9 meetings a year. Draft of what next year would look like was handed out (see attached). The Board should address all future dates when school convenes in August about meeting dates for next year. The first Governance Meeting for next school year is set for August 23<sup>rd</sup>, other meetings. TBD. Ms. Wiesbrock- can we get a copy of the LAUSD District Bi-Laws? Mary Campbell has put in an ask for this document.

## Discussion of Potential PTO/PTA

Valerie Wiesbrock

There are concerns about a fundraising entity at our school with PFRD in flux. There is wrong information going around and the Council should convey the correct information to other parents. A PTA seems to be having a greater push than a PTO- the next step is to have a meeting with members to create bi-laws and a membership drive. This will probably not happen before the end of the year. Ms. Wiesbrock suggests having this initiative co-branded with Governance- either by email so that when we get into August next year to keep everyone updated over the summer so we can hit the ground running. The District wants to know if we have a buy in from the Principal- we do from Ms. Schear. Ms. Campbell notes there is lots of information and having someone share that process with a small group and set up a timeline. This could be a positive thing- we should share the information with the parents in terms of how to move forward. Ms. Schear notes the process includes: inquiry, general information with the school community (teachers, principal, and parents)- these people give their consent and then we can move forward. Ms. Schear notes volunteers serve on a steering committee and a nominating committee. Orientation will be provided as soon as it is organized. Ms. Wiesbrock mentions there is a next step, but it can't be adopted before the end of the school year. Can this be something we do over the summer? Ms. Campbell explains that it is challenging with our timeline and getting a new principal. It could be possible to fast track it for August. Since we are lacking a new Principal at this point it is difficult to move ahead. The Principal needs to be involved. Ms. Campbell thinks it would be a great way to start a new relationship with a new Principal. Ms. Harris-Johnson asks if it will be problematic with a new principal; Ms. Campbell- the timeline for August is not going to be problematic, we will be ready to move forward and embrace. Fundraising with the Student Body and their guidelines will be able to happen. Ms. Wygal suggests having an end of the year bulletin from Ms. Schear with a summary of actions.

## Unfinished Business

### LCAP

Ms. Schear

This is for a two-year period, but it is written every year. This is an overview and it is not finished. Ms. Schear went over the introduction. We need to align our monies with our vision- this is a compliance document that drives our purchases. We made minimal progress with testing. All testing is done on computers now. Ms. Schear wants to see this improve. We did perform higher than the LAUSD average. Ms. Schear refers the council to the LAUSD dashboard to see how are students are performing- we are at the median range, solely based on standardized test scores. Mr. Becher asked about API Scores, Ms. Schear says it's obsolete now- those scores are about 4 years old, but it's a good history marker. Ms. Wygal- part of our Charter includes benchmarks. Have these conversations with staff about raising scores- the dashboard provides a better snapshot. Mr. Becher- how does our charter as a STArt school compare to a public school. Mr. Wi- our focus is different from a traditional public school. We decided on the Science NGSS to begin, we are emphasizing Science- it's a different model and we think it's a better model. We have a strategy on NGSS, Technology and Art and we bring them all together with project based learning. PBL is another learning medium that we believe will reach the students in all these different subjects- it's student focused learning.

### Budget

Nothing.

## Principal Selection Committee Update

Mary Campbell

The committee has met. The process is confidential. The flier is posted. The timeline/deadline is June 2<sup>nd</sup>. Our goal is to have a Principal ASAP.

## Public Comment

## Meeting Adjourned 5:21 pm.

## Action Log Summary

New actions this meeting:

**End of Year Summary of Actions for a Possible PTA:** Possibly have the Principal send an end of year summary of actions for steps for a PTA/PTO

**Literacy Committee:** Write from the Start program needs additional funding for 5 days of substitute totaling \$2184.

**5<sup>th</sup> Grade Committee:** Revisit the formation of the Ad Hoc Committee with respects to fundraising and Astro Camp

**Safety Committee:** Ms. Schear to check with Ms. McManus about the distribution of Safety materials to classrooms.

**Executive Board:** obtain District mandated Bi-Laws

**Governance:** set meeting dates for the remainder of the year at the first meeting on August 23<sup>rd</sup>.

Carryover actions from prior meetings:

**Technology and Website Committees:** Should the two committees be together for next year?

**Science Committee and Art Committee:** meet to discuss future project based learning ideas.

**Literacy Committee:** decide on the new Language Arts curriculum

**Repair Rip in Screen for DADA assembly (Susan Baker and Brooke Cadorette):** talk to Pete about repairing the screen

**School Website eBlast Awareness:** have Room Parents send out the information or send a flyer home in backpacks

**Website and Technology Committee:** discuss a landing page for each classroom

**Community Outreach Committee (Mr. Wi, Ms. Wiesbrock, Ms. McAuley):** the newly formed committee will meet and report back to Governance next month.

**Catherine Wygal:** Compose an eBlast with Committee information to be sent to parents

**Governance Council and PFRD:** need to set up a joint meeting to explain to the school body the difference between Governance Council and PFRD and what their individual roles are at Riverside.

**Keisa Doucette Outside Psychomotor Possibilities:** get proposals from YMCA and My Gym for possible Psychomotor Programs

**Keisa Doucette:** get a proposal from fitness trainer/parent at RDCS for a Psychomotor program.

Completed since last meeting: