

# Riverside Drive Charter School (RDCCS) Governance Council Meeting-

August 23, 2017

---

## Attendees and Presenters

Executive Committee: E. Hayes (Principal), B. Cadorette (Co-Chair/2nd Yr. Parent), P. Harris (Co-Chair/2nd Yr. Parent), B. Meyers (Vice-Chair/2nd Yr. Teacher), A. Brandy (Parliamentarian/1 Yr. Teacher), V. Wiesbrock (Secretary/2nd Yr. Parent)

Members: J. Becher (1st Yr. Parent), V. Bilavarn (2nd yr. Teacher), E. Bohorquez (2nd Yr. Teacher), P. Brinkley (1st Yr. Staff), N. Harris-Johnson (1st Yr. Parent), B. King-Wilson (1st Yr. Parent)

Alternates: G. Kommer (1 Yr. Parent), J. Roosevelt (1 Yr. Teacher), A. Nunez (1 Yr. Parent)

Guests: S. Baker (Parent), M. Campbell (LAUSD District 31 Rep), A. Herrera (Staff/Parent), E. Medine (Parent), J. Olsen (Parent), I. Wi (Teacher)

## Welcome/Roll Call

Ms. Cadorette welcomed the members back to the board for the new school year. Ms. Wiesbrock took role call and accounted for board members present (Voting Board members present=12).

## Reading and Approval of Minutes

Members read the minutes from the May 2017 Governance Meeting . Ms. Roosevelt requested a change in Science Committee update (change the word “fundraising” to “donations” in the second line).

Motion was made to approve minutes with that revision: **Approve:12** Opposed: 0 Abstain: 0

## New Business

Meeting Conduct: Ms. Cadorette reviewed basic procedures for meeting conduct, which include adhering to time limits per topic set in the current meeting agenda, saving questions until the end of the topic discussion, and discussing items not specifically on the agenda during the “Public Comment” section of the meeting. Individuals were reminded to signal that he/she has a question or a comment during a particular topic by raising his/her name placard. The Parliamentarian (Mr. Brandy) will keep track of time related to all discussions and help moderate questions/comments in an orderly manner. Ms. Cadorette introduced the “Parking Lot” Board for unresolved issues: if questions or concerns related to a topic on the meeting’s agenda cannot be resolved within a reasonable timeframe during that meeting, the topic and remaining concerns/questions will be put in the “parking lot” for continued discussion during the next available meeting. Ms. Cadorette also noted that the “Public Comment” section of the meeting will be limited to a 3 persons, who will each have 3 minutes to present comments/thoughts/questions during this time. Ms. Cadorette reminded everyone to utilize the sign in sheet to denote attendance, regardless of membership status. Non-Board members were asked to sign in to be placed in the queue for public comment.

New Principal Introduction: Ms Cadorette introduce Ms. Erin Haynes, the new Principal of RDCCS. Ms. Haynes expressed excitement in her new position and that she looks forward to working with us. Ms. Haynes indicated that she believes in transparency and getting to know everyone. Ms. Haynes has already met a number of students as well as a number of parents during the first week of classes Ms. Haynes indicated that she has held an assembly with the children about her

philosophy and her expectations for behavior, and believes in sharing facts with the students and always speaking to them at their level where they can understand her and what she is trying to say.

Governance Function/Overview of Duties: Ms. Haynes briefly reviewed the Governance Council's purpose as outlined in the approved LAUSD Charter application for the current year. Ms. Haynes stated that the Governance Council is the chief decision making body for RDCS and that the approved Charter lists out the Committee's duties and responsibilities. It was discussed that the Governance Council consists of representatives from all constituents at RDCS and that it is a decision making body, responsible for allocation of categorical block grant, policies and school goals as long as they are in alignment with LAUSD policy and procedures. It has come to Ms. Haynes' attention that some revisions to the currently approved Charter document were noted in Spring 2017, prior to her tenure. Ms. Haynes has spoken with the Charter Department about these revisions and will find out how to proceed with presenting the proposed revisions at an upcoming Governance Council for consideration. Ms. Haynes also noted that these revisions will include approval of a revised set of Governance Council bylaws that are in line with LAUSD requirements.

2017-2018 Governance Council Meeting Dates - Ms. Cadorette stated that during the past year, Governance Council typically met on the third Wednesday of the month to align with the Principal's schedule. Ms. Haynes noted that she is not available to meet on the following dates due to other District meeting obligations: 9/13, 10/11, 11/15, 1/17, 2/14, 3/21, 4/18, and 5/15. Based on this information, it was noted that the third Wednesday is not consistently open for Ms. Haynes to attend. Ms. Cadorette and Ms. Meyers proposed the fourth Wednesday of the month (with a few exceptions due to school breaks) as the meeting date for this Governance Council term. The following dates were proposed: September 27, October 25, November 29, December - no meeting due to short month in session, January 24, February 28, March (TBD due to Spring Break), April 25, and May 23.

Motion was made to approve 2017-2018 meeting dates as presented: **Approve:12** Opposed: 0 Abstain: 0

PFRD Status Update - Ms. Haynes referred to a copy of the two-page letter from LAUSD distributed to all parents at the end of the 2016-2017 school year in May 2017. Ms. Haynes noted that the letter details the issues between LAUSD and the parent booster, Parents for Riverside Drive (PFRD), and provides information as to why PFRD is no longer allowed to fundraise and hold activities on the RDCS campus. Ms. Haynes stated that LAUSD representatives will hold a meeting with PFRD representatives to discuss all outstanding issues, including use of the bungalows located in the rear of campus (near Huston gate, with the blue awning). Mr. Becher questioned who owns the actual physical structure. Ms. Haynes clarified that PFRD owns the structures and that LAUSD District Reps would discuss future use of the buildings with PFRD representatives.

Parent Center: Ms. Haynes noted that while RDCS has a Parent Center, it could use some improvement. Ms. Haynes stated that she will work with the Grant Writing Committee as well as PACE to secure funds to improve the room including procuring new furniture and possibly a new computer to help make it a more functional space for parents in our school. Ms. Haynes stated that it is a District mandate from Superintendent King for every school to have a functioning Parent Center as a resource on campus.

Governance Budget Review: Ms. Haynes briefly reviewed the RDCS budget, with a focus on the "categorical block grant", which is the budget that the Governance Council is responsible for allocating as needed. Ms. Haynes noted that the current year budget was approved in May 2017 and reviewed the list of items approved, such as Supervision Aides, copy machine use, LAUSD approved instructional materials, a Coordinator Position, and Computer Support Assistant. Ms. Haynes noted that even if a person is "named" in the budget, approval is for the position and not necessarily for the named individual due to collective bargaining agreements and other human resource issues. Ms. Haynes also noted that salaries approved in the budget are inclusive of benefits and that the stated salary is not net take home pay for a position. Ms. Haynes presented several items proposed last year that were not approved by Governance Council during the budget.

discussion: Science Lab Aide, Additional School Nurse time (currently LAUSD provides one day a week) and Library Aide (currently LAUSD provides bi-weekly support for our aide). Ms. Haynes noted that several line items in the School Budget such as Drama Teacher, Garden Maintenance, Arts/Science Committee Activities and Animal Care were previously supported by donations collected from the parents through PFRD activities. The status of these funds for the current year is unknown at this time and LAUSD District Representatives will follow up with PFRD during their schedule meeting. Ms. Nunez asked for clarification on the Coordinator and TSP position. Ms. Haynes noted that the TSP position is a "Targeted Student Population" advisor and is assigned to assist with our English Lerner (EL) students to ensure testing is complete, to assist with interventions and to help maintain compliance for with District requirements. The Coordinator position is an assistant to the Principal, who provides generalized assistance with student needs. Ms. Meyers noted that the Vice Principal assigned by LAUSD on our campus has a limited number of hours each week and focuses on the Special Needs population. The Coordinator position provides much needed generalized support to the Staff and Students of RDCS. Ms. Meyers noted that the teachers agree that this Coordinator position is essential to run the school efficiently. Ms. Nunez asked a follow-up question regarding the approved Instructional Aides (IA) and how this time is divided up amongst classes. Ms. Haynes clarified that the IAs are present for the morning sessions and are rotated through classes to help provide direct instructional assistance and core academic support. Ms. Haynes noted that grade level split classes require more assistance and receive additional support from the IAs. Ms. King-Wilson asked for clarification on the Drama Teacher salary and how this is covered. Ms. Campbell, the LAUSD Instructional Director for our school and Ms. Haynes direct supervisor, introduced herself again and provided clarification. Ms. Campbell stated that the Drama Teacher was paid directly through PFRD from parent donations. Ms. Campbell stated that a donation had been made to the school to cover the Drama Teacher's salary from a past year, however the donation had not been finalized in such a way to pay the Drama Teacher from the School Budget. Ms. Campbell noted that this is why the budget paperwork shows a "carry over" for the Drama Teacher in the current year. Ms. Haynes noted that the Drama Teacher is being processed through LAUSD and that this year's salary for her services will be paid from this budget 'carry over'. Ms. Campbell noted that the Drama Teacher present on campus now is not part of an LAUSD sponsored program, but exists because of past parental donations to PFRD. Ms. King-Wilson asked about monies raised last year from the PFRD sponsored "Walk-A-Thon". It was noted that approximately \$20,000 was raised and was supposed to be earmarked to cover additional School Nurse time. Ms. Cadorette stated that the Governance Council has no formal mechanism to require PFRD to donate monies collected during fundraising activities to the school in order to fulfill aforementioned commitments. Ms. Campbell reminded the Council that LAUSD Representatives have plans to meet with PFRD and will ask about the monies collected last year on behalf of the school as part of this discussion. Ms. Harris-Johnson asked for clarification as to whether stated salaries include benefits and Ms. Haynes confirmed that they do. Mr. Becher noted the budget listed a Science Lab and indicated that he was unaware that the school had a science lab. It was noted that this lab is located in Room 30 on campus. Ms. King-Wilson asked for more information about having nurse on campus for additional hours. Ms. Haynes noted that additional hours may be beneficial given some of the additional medical needs of our children on campus, but that nurse time is very expensive. Mr. Becher asked how medical treatment is provided when the nurse is not on campus. Ms. Haynes stated that office staff are trained to provide basic medical care and even she, herself, will assist when there is an immediate student need. Ms. Cadorette stated that her child requires the use of an Epi-Pen and that the office staff have full medical training to provide basic medical services. It was noted that to have a school nurse on campus four days a week for the school year would cost approximately \$92K.

Governance Committee list: Ms. Meyers noted that within the last two years the Governance Committees have not been as consistently active as they should be, with some committees meeting every few weeks (Arts and Science Committees) and others meeting only on occasion and needing more membership/participation (Safety). Ms. Meyers presented a revised list of Governance Committees to focus on the major areas of school needs. Some committees like Budget have and will continue to function as outlined in the approved Charter document (all voting Governance Council members are also members of this committee and discuss these issues during regular meetings and separate budget-related sessions). Other committees like ELAC are being reorganized to meet school needs and the requirements of LAUSD and our

Charter. Ms. Meyer suggested that all 12 voting members of the Governance Council review the list of Governance Committees and select at least one to participate in. Ms. Meyer noted that Governance Council members do not need to lead the committee, but that having a Governance Council member on each committee may facilitate the process and can act as a "liaison" between the Committee and constituents. Ms. Meyer stated that the committee Chairperson can provide updates during monthly Governance Council meetings, or the Governance Council member on the committee can provide the update since that person will already be in attendance. It was noted that many Classified Staff have expressed interest in participating in the various Committees but have not been given the opportunity. It was also noted that District by-lays require at least 1 staff and 1 parent representative on each Governance committee, while the Principal must participate in Curriculum, Budget, Strategic Planning and ELAC. Ms. Meyer stated that some committees were renamed or the description of what the committee does was updated. Ms Meyer also said that the only new committee is the "Riverside Drive Community Spirit", created with the intent to boost school spirit and promote our school in light of the issues/concerns still lingering from the previous school year. Ms. Meyer asked that Governance Council members help to recruit new members to each committee. For instance, it was noted that parents are needed for ELAC. Ms. Haynes stated that an ELAC meeting is scheduled for parents during the week of August 28. Ms. Nunez questioned whether it is useful to initially limit the number of active Governance committees so that everyone can participate and individuals do not feel like they are spreading themselves too thin by trying to make sure all 12 or so Governance Committees are immediately functional. Ms. Meyers noted that most committees are carry-overs from previous years and that it is a matter of reinvigorating the ones that have not met in awhile. Ms. Nunez asked whether the Council should consider merging some committees that may have similar goals, for instance, if RDCS is a STeAM school, then perhaps we can consider merging the Arts and Science Committees to combine forces. Ms. Meyers noted that both the Arts and the Science Committees are two of the most active committees and that they tend to focus on different elements of our STeAM goals (i.e., Ms. Roosevelt and the Science Committee plan the Science Fair which has grown over the years, while the Arts Committee can focus on the Art Fair, etc). Ms. Nunez suggested aligning committees to further promote achievement and academic performance of students. Ms. Bilavarn asked whether a 5th Grade Planning Committee would be active this year, as in past years. Ms. Haynes stated that she will discuss needs with the 5th Grade teachers and that perhaps this committee would be more functional under "Student Body" activities headed up by the future PTA. Ms. King-Wilson asked the Council members to clarify which committees they currently serve on so that new members can select which ones they would like to focus on. Active Council members are on the following committees: Ms. Bilavarn- Campus Beautification; Ms. Bohorquez- Technology, Science, Community Spirit; Ms. Cadorette- Arts; Ms. Roosevelt- Science; Ms. Wiesbrock-Grant Writing; Ms. Meyer- Strategic Planing, Curriculum; Ms. Harris- Technology, Curriculum, Strategic Planning; Mr. Brandy-Community Spirit. Ms. Brinkley asked whether or not ELAC parental representation can be someone with a child who was successfully reclassified. Ms. Haynes clarified that the ELAC Committee must have a parent member with a student who is currently classified as "non english" speaking. Ms. Harris presented plans for a Governance Committee Information/ Sign-up table during the morning Pep Rally on Friday August 25, 2017. Mr. Becher suggested serving coffee at signup. Ms. Haynes noted that there are LAUSD rules restricting activities related to food and beverage service on campus that we could review at another meeting for planning purposes.

Motion was made to approve 2017-2018 Sub-Committee list: **Approve:12** Opposed: 0 Abstain: 0

## **Unfinished Business**

Formation of PTA - Ms. Haynes provided an update with regards to forming a PTA at RDCS. Ms. Haynes stated that she supports a PTA and has already held initial discussions with the PTA's 31st District representatives. Ms. Haynes explained that there are three meetings that will happen with the District PTA reps during the month long setup process: Meeting one is a informational meeting with 6 key representatives to discuss the rules of PTA, how it is formed and what is required; Meeting two is a longer discussion with the same small group about development of bylaws; Meeting three is a larger meeting where the entire parent body is invited to discuss how the PTA will happen, parents will have an

opportunity to find out more information and to submit their information for consideration if interested in running for an officer position. Ms. Haynes said that she will participate in the meetings as the RDCS principal, but she is not managing the process or running the meetings. It was suggested that since the Governance Council members are individuals who are elected to represent their constituent population, the 6 individuals participating in the first two meetings should come from the Council. Council members broke off into representative groups and selected the following members to participate in the initial PTA discussions: Parent representatives- Mr. Becher, Ms. Harris-Johnson and Ms. Wiesbrock (Ms. Nunez is alternate); Teacher/Staff representatives- Ms. Bilavarn, Ms. Bohorquez, Ms. Brinkley (Mr. Brandy is alternate). Ms Haynes asked for potential meeting dates to present to the PTA District reps for the three meetings. The following dates were presented as possible meeting dates: 8/30, 9/6, 9/14, 9/18, 9/20. It was noted that if anyone questions how the smaller group was selected, members can explain that the group was selected from Governance Council since Council members are the elected officials designated to represent our constituents. Ms. Haynes will follow up with the representatives with the first meeting date after she confirms with the PTA District Representative.

Fundraising/Direct Donations to School - Ms. Cadorette reminded the members that the only fundraising activities Governance Council has purview over is grant writing. It was noted that the PTA, once created, will be able to fundraise on behalf of the school. Ms. Cadorette explained that individuals may also give personal donations directly to the school through the front office and may even designate a specific use for the monies as long as it is within District guidelines (e.g., a group of individuals may wish to donate money specifically for the proposed Garden Ranger program). Ms. Haynes stated that donations made to the general funds may be used for any project proposed for the wellbeing of the students, not just one specific project. Ms. Haynes also noted that donations made for a specific purpose requires special paperwork that needs to be processed. Mr. Becher asked if it was possible to publicize this information so that individuals understand the donation process. It was also discussed whether the newly formed Riverside Community Spirit Committee can spearhead fundraising activities. Ms. Haynes stated that she has to approve all fundraising activities and that they must follow all LAUSD rules. For instance, Ms. Haynes explained that certain carnival activities/rides are not allowed on campus due to liability issues, profit from clothing resales may not be use, etc. Ms. Haynes also noted that she must submit the appropriate paperwork to LAUSD for any fundraising activity at least 3 weeks prior to the event/activity and that failure to comply with the rules can cause problems. Ms. Haynes stated that she is conceptualizing a fundraising activity (i.e., Derby Days), to promote donations made directly to the school. Ms. Harris-Johnson suggested that parents on Governance Council could match donations as a show of solidarity during fundraising activities. Mr. Kommer suggested informing parents of the amount of monies that the Booster raised directly for the school activities in prior years so that parents have an idea of how many projects/ initiatives at our school have been supported by parent donations. Ms. Cadorette noted that in the past banners have been placed around campus to show the community how much money was raised and what types of projects were funded. Ms. Haynes explained that it may be difficult to provide a specific amount for the past year because monies that PFRD promised to donate in the previous school year are still under consideration as to whether or not the donations will be made. Ms. Harris noted that direct school donations are just a stop gap until a PTA is formed, as they will most likely spearhead fundraising for the school. Ms. Harris-Johnson asked what "buckets" need to be filled and who designates funding priorities. It was noted that people can direct donations to things that they are interested in but that people may not know what the needs are for the school. Ms. Haynes reminded the Council that LAUSD is meeting with PFRD so that some of the questions related to funding priorities will be answered. Ms. King-Wilson asked if we are allowed to sell things before or after school as a fundraiser. Ms Haynes stated that LAUSD has strict rules related to fundraising and that she will help keep us on track with what is allowable (it was noted that selling things before and after school is not permissible). Ms. Meyers suggested setting up a bulletin board in the front office with specifics related to fundraising goals and percents of goal achieved.

## Reports from Committees

*Art:* Ms. Baker presented the Arts update and noted that last year was a vibrant committee. It was noted that there is a current committee member that has expressed interest in acting as Chair this year. Ms. Baker stated that she would follow up.

*Campus Beautification:* Ms. Bilavarn stated that she will continue to Chair the committee unless someone else is interested. It was noted that the Committee would like to continue to work with the 5th Grade to come up with one more mural for campus. Ms. Bilavarn said that she will work with Ms. Haynes to start the year to help with lost and found, prompting the campaign “Don’t put it to waste- Tie it around your waist!”, perhaps presenting this at the Friday morning Pep Rally. Ms. Bilavarn suggested that if campus cleanups are assigned to grade levels, then each group assigned can go through the lost and found at their designated time to clean it out and donate unclaimed items.

*Grant Writing:* Ms. Wiesbrock recapped the American Academy of Dermatology (AAD) grant that the Committee has been preparing for submission. Application cycle runs September 1-October 15, 2017. Ms. Wiesbrock noted that there are several components that still need to be worked out, including obtaining an LAUSD vendor approve quote for the potential shade structure, selecting an appropriate location on campus, and possibly securing another AAD Dermatologist, since we have been unable to procure a signed letter of support from the Dermatologist that Ms. Zubkoff recommended from the previous year. Ms. King-Wilson asked how grants are selected for application. Ms. Wiesbrock explained that many grants are small projects that our district may be eligible for (e.g., garden grants) and others are larger scope initiatives (e.g., NGSS staff training funds, federal funds to evaluate new educational initiatives being implemented at the school). Ms. Wiesbrock noted that she contact Ms. Haynes to review the grant application and the outstanding items to determine how to proceed. Ms. Wiesbrock also noted that grant writing guidance is needed to outline parameters for pursuing external funding for school initiatives.

*Literacy-* No report presented.

*Safety-* Ms. Meyers presented an update from last year, noting that emergency supplies have been ordered and received; however the supplies have not been handed out yet. Ms. Meyers also noted that there is an issue with the water supply. It was discussed that every class has a red backpack and that the supplies inside need to be refreshed and updated. Ms. Haynes stated that she is aware of the water situation. Ms. Haynes explained to the Council that LAUSD has emergency procedures that are to be executed should a situation arise, including a reunion procedure. It was noted that each room must have adequate supplies in case of an emergency/disaster where individuals are required to “shelter in place”.

*Science/Math/Social Science-* Ms. Roosevelt stated that the first science committee meeting of the year will take place on Friday. A question about Enrich LA donation was discussed and they will find out the status of that. Ms. Roosevelt stated that the Committee plans to formally request financial assistance from Governance Council to support this year’s Science Fair. It was noted that Science Fair participation has grown from 26 students three years ago, 50 students two years ago and 140 students this past year. Ms. Roosevelt asked for a science tab on the RDCS webpage and has a committee member that knows Wordpress and can manage updates fro the Committee. It was noted that anything published on the RDCS official school website requires approval from Principal Haynes prior to publishing. Ms. Roosevelt reported that the first science event was held during the Solar Eclipse on Monday August 21, during which all 3rd grade classes and one 4th grade class viewed the celestial event.

*Strategic Planning-* No report

*Technology:* Ms. Harris reported that the RDCS website now contains active grade level landings, but that she is still waiting on content from most of the teachers. Ms. Harris stated that the website is moving to a different server at some point but that there has been an increase in activity in recent weeks leading up to school starting that has prohibited this

transition as of yet. Ms. Harris noted that the website provides an activity report. Ms. Harris stated that Kim Silverman is going to join the Committee and that future plans include holding Wordpress training sessions for the teachers so that they can update their own content. Ms. Harris discussed the use of a translation tool for the website, but explained that it was problematic and was unusable.

## **Public Comment**

*Public commenter 1:* Ms. Medine introduced herself to the Council as a parent of a new Kinder. Ms. Medine stated that she heard Kinder enrollment is low and that there was discussion of Kinder class consolidation at some point; however she explained that she has a friend who tried enrolling during the first week of school who was told by Front Office staff that RDCS is not accepting new enrollment at this time. Ms. Haynes said that she can not speak to student numbers or about who may have said that in the Front Office but that RDCS is accepting new enrollment at this time. Ms. Haynes informed the Council that there are staffing changes that are in process, with the arrival of Mr. Wong and the new SAS who will arrive later in the week. Ms. Medine also commented that she is aware of another schools giving campaigns and that they have excellent explicit materials regarding school donation process, which is managed by the school PTA. Ms. Medine offered to share this information with the Council. Ms. King-Wilson encouraged Ms. Medine to participate in a Governance Committee or to generally volunteer at the school.

*Public commenter 2:* Ms. Azur introduced herself to the Council as a parent of a new Kinder. Ms. Azur expressed interest in the Governance Committees and asked about Sponsorship opportunities. Ms. Haynes clarified that Sponsorship is not under Governance purview. Ms. Haynes said that the District is reviewing the Sponsor banners currently hung on campus to determine if they are in compliance with District policies. Ms. Haynes noted that Sponsor donations are to be made directly to the School, and that once the process has been reviewed, it will be shared with the parents.

## **Meeting Adjournment:**

The meeting was adjourned at 4:40 pm.