

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

September 27, 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: J. Roosevelt (1 Yr. Teacher)

Guests: S. Baker (Parent), M. Campbell (LAUSD District 31 Rep), S. Azur (parent), E. Nicholson (parent), B. Nicholson (parent)

## Welcome/Roll Call

Ms. Harris welcomed the members. Ms. Wiesbrock took role call and accounted for board members present (Voting Board members present=11).

## Reading and Approval of Minutes

Members read the minutes from the August 2017 Governance Meeting . Ms. Wilson-King requested rewording of a statement she made about additional nurse time on campus. Ms. Bilivarn requested a change in Campus Beautification update (removing discussion of recruiting Ms. Harris to Campus Beautification Committee).

Motion was made to approve minutes with these revision: **Approve:11** Opposed: 0 Abstain: 0

## New Business

Alternates' terms and voting role clarification: Ms. Harris explained that if a current Governance Council member steps down, that the Alternate Governance Member that replaces that member for the remainder of the member's current term. Governance Council members and elected alternates serve a two year term. Ms. Harris explained that if a parent Alternate took over for a Board member who was in the second year of the two year term, that the Alternate would covert to a full term person and serve the remainder of that year. Ms. Meyers clarified that an individual can run for a second term on Governance but cannot service on the Executive committee. Ms. Harris clarified that Alternates are expected to attend all meetings but do not vote unless a regular voting member is absent.

Vote to Confirm March Meeting Date: Ms. Harris reminded the Council that during the August 2017 approval of meeting dates, the March 2018 date had not yet been confirmed. After conferring with Ms. Haynes and the School calendar, March 14th, 2018 was proposed.

Motion was made to approve the March 2018 Governance Council meeting date: **Approve:11** Opposed: 0 Abstain: 0

PFRD Bungalow Status: Ms. Haynes provided attendees with a copy of a letter from LAUSD written to the Parents for Riverside Drive (PFRD) Booster club. The letter outlines the final disposition of outstanding items discussed at a meeting between LAUSD and PFRD representatives. Ms Haynes noted that page 4 of the letter provides clarification of the bungalow status. She explained that PFRD owns the bungalows but the letter explains that the District has indicated that the bungalow cannot be used for district purposes per LAUSD facility experts. The letter indicates that PFRD has until Friday September 29th, 2017 to decide what will be done with the bungalow (they have the option of removing it from the

premise, or donating the building to RDCS for \$1 and LAUSD will take care of removing the bungalow). LAUSD indicated that the bungalows cannot be used by anyone and must remain vacant because they are not up to code and retrofitting the buildings is not an option. Mr. Becher asked if RDCS needs the additional classroom space and Ms. Haynes clarified that the school has enough classroom space to accommodate the current number of students.

Garden Cleanup: Ms. Bilavarn asked the Council to consider Saturday November 4th, 2017 as a Campus Beautification date, as this is the date that Ms. Haynes can attend. It was noted that the event is a collaboration between the Campus Beautification Committee and the Science Committee. Ms. Bilavarn said that the event may run for a maximum of 6 hours and that we may need to consider providing refreshments, lunch, etc. It was noted that children may attend the event. Ms. Harris stated that the school office received PFRD funds to cover the cost of the LA Ranger program, as well as money for the Chickens. It was noted that the both garden areas must be cleaned before the Ranger program will come out and begin on our campus. Ms Haynes stated that she needs to submit for LAUSD District approval for this event, which can take upwards of 45 days. Ms. Haynes requested completed paperwork with the details about the Campus Beautification event no later than Friday October 6. Ms. Roosevelt stated that the Science Committee is scheduled to meet on September 28 and will discuss the topic and the proposed date.

Motion was made to approve the proposed Campus Beautification date: **Approve:11** Opposed: 0 Abstain: 0

Volunteer Policy Update (Sept 2017) - Ms. Haynes distributed the updated version of the LAUSD Volunteer Bulletin which was updated in September, 2017. Ms. Haynes clarified that any person who wishes to volunteer with the RDCS children must comply with the policy, which includes completion of a volunteer application, background check/Megans Law, TB test and DOJ/FBI Fingerprint process. Ms. Haynes clarified that the fingerprint requirement is no longer simply how many hours a volunteer will work with children or unsupervised one-on-one contact, but whether that person will have "significant" access to children (e.g., individuals working the "valet" program, helping with Playground supervisions, etc). Ms. Haynes stated that if a volunteer wants to simply work in the office and make copies, with no child contact, then the fingerprint step may not be necessary. Ms. Haynes clarified that all volunteers provide services at RDCS at the discretion of the Principal. It was noted that a "one time exception form" is available to complete for individuals who want to volunteer but have not completed the application process; however this may be used only once per year per individual. Ms. Bohorquez asked about the timeline for completion of the process. Ms. Haynes stated that she cannot speak to how much time it takes to process each volunteer application, given the different external factors. Ms. Haynes stated that the application is completed on-line, but if an individual does not have access to the internet, that access can be provided through the school. Ms. Haynes explained that submission of a signed application on line and a TB test is the first step. Then she reviews submitted applications, conducts background/Megan's Law checks, then once the application has passed, then her office will work with the parent volunteer to schedule an appointment to complete the FBI/DOC LiveScan fingerprint process. Ms. Haynes stated that, as long as there is no break in volunteer service and the person re-applies every year, that the initial fingerprint clearance remains valid. Ms. Haynes stated that the cost for fingerprinting is \$56 dollars, payable by money order or cashiers check to the LAUSD center. It was noted that future PTA may be able to provide funds to help offset this cost at a later date. Ms. Haynes noted that TB test results are valid for up to 4 years. Mr. Becher asked if fingerprinting through another agency like City Parks and Recreation is acceptable. Ms. Haynes noted that fingerprints must be processed by an LAUSD service center.

Governance Committee List Update- Ms. Meyers distributed copied of the current committee member listing and a draft committee "to do" list for those that have not met yet or newly formed committees. It was noted that some committees have already met but that some have not yet had a chance to convene. Ms. Meyers reminded the Council that all Committees should meet monthly and that the Principal must be a member of certain committees such as Safety and Positive Behavior Support, so those meeting dates will be decided with the Principal's schedule in mind. Ms. Meyers noted that all committees should retain a sign in sheet and minutes from each meeting to be included in the current year's Governance Binder. Ms. Cadorette stated that the minutes may also be emailed to the general Governance email. Ms. Meyers said that most committees have Chairs to lead, but some of them or newer ones may not. As such, Governance Council members are asked to help lead the committee until a Chair is recruited, including reaching out to interested parents and staff who want to participate and setting up the first meeting. Ms. King-Wilson stated that the first meeting for

the new Positive Behavior Support Committee has been set up for the following week. Ms. Harris-Johnson stated that she signed up to participate in the Strategic Planning committee but had not yet been contacted regarding a meeting date. Ms. Haynes stated that Strategic Planning has already met for September briefly. Ms. Meyers stated that final parent and staff signups were now complete and that individuals are being contacted with the next meeting dates for all committee signed up for. Ms. Haynes stated that ELAC committee was finally formed and that it is meeting at 8am to accommodate parent and teacher participation. Additional recruitment for committee membership was encouraged, however it was recommended that Committees develop a to do list so that there is a good understanding of the workload and the members needed. Ms. Roosevelt asked where updated committee lists should be sent and Ms. Cadorette stated that they can be emailed to the general Governance Email account.

Restored Budget Funds Return Usage: Ms. Haynes stated that we received return Charter grant funds from LAUSD in the following amounts: \$19,761 (13723) and \$52,465 (13741). Mr. Becher asked why funds were returned. Ms. Haynes stated that funds were distributed from our budget last year to cover anticipated budget cuts but that some cuts anticipated by LAUSD were not as impactful; therefor all schools received some monies back. Ms. Haynes noted that this typically depends on the district's fiscal solvency. Council members discussed potentially restoring some things that were cut from last year's budget. Ms. Haynes states that a list of what was cut or not funded should be provided and that the Council could consider how to use the returned funds. Ms. Haynes stated a desire to use some of the funds for 3 additional yard supervision. It was noted that a supervision aide, 3 hours a day for 5 days a week costs \$12,764. Ms. Haynes reminded the Council that when a job is funded, the money is used to purchase a position and not a specific individual. Ms. Meyers reminded the Council that all members are also members of the Budget Committee

5th Grade Astrocamp Funding and Initial Deposit: Ms. Haynes discussed the 5th Grade Astrocamp reservation and reminded the committee of the fundraising limitations as this is a non school sponsored field trip. Ms. Haynes noted that the school cannot provide funds for the trip nor can it collect donations to support it. Ms. Haynes clarified that responsibility will fall to the PTA, should one be created at the upcoming October 5th meeting. Ms. Haynes stated that she was able to get an extension for first deposit and that it is now due November 30. The cost is \$330 per student, but will be increased due to the need to purchase additional insurance. Ms Harris-Johnson asked how this was sponsored. Ms. Meyers stated that parents paid for the trip in the past and that the parent booster (PFRD) subsidized remaining costs for students who could not pay. In the past, the trip was during school hours and District policy states that all students must be able to attend events regardless of costs. Ms. Harris-Johnson asked who is in charge of the Astrocamp program and Ms. Meyers explained that volunteers are in charge of a maximum of 15 students and that there are a minimum number of parents (both male and female) needed to chaperone over the weekend. It was noted that teachers can attend as well, however they are a non sponsored employees. Ms. Harris-Johnson asked how funds were managed and Ms. Haynes stated that the PTA needs strict guidelines with respect to collection and distribution of funds. Ms. Haynes stated that other schools that have established PTAs have collected funds for Astrocamp and that there is precedent so we shouldn't have to reinvent the process. Ms. Haynes suggested convening a 5th Grade subcommittee to help organize the fundraising activities in conjunction with the PTA.

Discussion of Bylaws: Ms. Haynes reminded the Council that the Governance Council Charter were noted to have been submitted to LAUSD Charter Committee to review proposed revision late last school year. Ms. Haynes stated that she received a copy of what was submitted, but unfortunately the document does not contain a "revision date" so there is no way to know if they are the most recent copy approved or if the document contains changes current proposed changes. Ms. Haynes stated that she is meeting with the Charter Review Committee on Friday and will discuss which version of the Charter is approved, so we know if the Governance Council can create its own Bylaws or if we have to follow a pre-approved template.

Vote on School Pictures: Ms. Haynes stated that in the past RDCS has contracted with two companies for school pictures, rotating one in fall, the other in spring. Ms. Haynes stated a contract for the new year was already signed with Portraits by Lindsay) prior to Ms Haynes arrival to the school and that she intends to honor the contract for fall pictures. Ms. Haynes stated that the school has also used Portraits by Sallow. Ms. Haynes stated that Mr. Lindsay can also provide yearbook services (previously handled by Parent Booster). Ms. Haynes asked the Council to vote on having only one photographer provide services for the school for the sake of consistency and noted that Mr. Lindsay is a District approved service

provider. Fall versus Spring pictures were also discussed as to whether Spring pictures were necessary. Ms. Meyers clarified that the Fall picture session are the ones typically used in a yearbook and that Spring pictures are mainly for 5th grade culminate and panoramic, though they are offered for all grades. Ms. Harris-Johnson asked if there have been issues with either of the service providers and it was noted that there were some issues with Portraits by Sallow. Ms. Haynes recommended keeping the Spring pictures this year since the school is already dealing with many changes. Ms. Roosevelt clarified that if a child does not pay for Spring pictures, they do not have one taken.

Motion was made to keep the Spring pictures this year: **Approve:12** Opposed: 0 Abstain: 0

Motion was made to use Portraits by Lindsay as our school photographer this year: **Approve:12** Opposed: 0 Abstain: 0

Halloween Parade and Dance: Ms. Haynes stated that the Halloween Dance, which is typically a 5th grade fundraiser, is scheduled for October 27th but that to be a fundraiser, the PTA must be involved to raise the money. Ms. Haynes said that this would be brought up at the first PTA meeting on October 5th. Ms. Haynes stated that the Halloween Parade would continue as planned on October 31st at 8:30am. It was noted that children who do not participate in Halloween festivities would stay with a certificated staff member and engage in other activities at this time. Ms. Haynes noted that Ms. Stephanie would help out with organizing the parade. It was noted that a volunteer for Rocky the Raccoon is needed. Ms. Haynes noted that the order of each grade level would be discussed, with Kinder going last so that enough parents/visitors stay to watch each grade level walk the yard for the parade. The Council discussed restrictions on costumes including whether or not children could come dressed up for the parade in the morning. Ms. Haynes stated that children may not have full face masks, weapons, fake blood or props. Ms. Bilavarn suggested teaching the kids a dance to "Thriller" and it was noted the Mr. Burrell does that with his Kinder classes. A Thriller flashmob was also suggested.

Motion was made to allow children to come dressed in costumes on Halloween in advance of the 8:30 am parade on October 31st: **Approve:12** Opposed: 0 Abstain: 0

## **Unfinished Business**

PTA Update - Ms. Haynes informed the group that the school-wide PTA meeting is set for Thursday October 5th. The 31st District runs the meeting and will review the proposed by laws, tell parents about PTA and hold elections. Ms. Haynes stated that she would like to convene the PTA Executive Committee (after elected) right after the larger meeting to discuss immediate fundraising needs for AstroCamp and the 5th Grade Halloween Dance. Everyone on the Governance Council was encouraged to show up and participate. Ms. Bohorquez asked if a teacher's spouse can hold an elected office. She stated that they have a student at the school as well and her husband is a CPA. He is interested in running for the office of PTA Treasurer. Ms. Wiesbrock stated that she will confirm that there is no issues with a teacher's spouse running for office. Ms. Harris-Johnson asked whether the school-wide PTA meeting notification stated that PTA officers would also be elected during that meeting, and it was confirmed that the school-wide memo stated this. Ms. Haynes stated that the Halloween dance may still take place but that it may not be a fundraiser, due to the short planning period between setting up PTA and the actual planned event. Ms. Haynes stated that in previous years the Halloween Party has sold food and drinks and had carnival type booths as fundraisers. Ms. Haynes stated that she is unable to secure LAUSD district approval in time for the event to have these activities, but that we can still have a dance, music and a haunted house. It was noted that if food was made available, it would have to be donated. A question was raised whether individual donations can be made specifically to support the 5th grade activities, and Ms. Haynes clarified that the PTA can engage in this activity. It was noted that money raised to cover cost of field trips during school hours are not "fundraisers" and are handled by Ms. Haynes. Ms. Harris-Johnson asked who will inform the PTA of the school's fundraising needs and Ms. Haynes stated that she will work closely with the PTA to plan which group is fundraising for what purpose. It was noted that at this time we would not be able to hold the Fall Festival, however PTA could plan for a Spring Activity.

Fundraising/Direct Donations to School- District verbiage - Ms. Haynes stated that once the PTA is formed, she will provide specifics regarding direct donations to the school (either to benefit general welfare to all students or a "specific purpose" donation) to clarify direct school fundraising versus PTA fundraising.

PFRD Garden Donation Update - Ms. Harris stated that the school has received funds from PFRD promised at the end of last school year to cover the cost of the Garden Ranger program to help maintain the School Gardens this year. A discussion was held regarding the actual cost of the garden repairs and upkeep needs as other monies were also raised to help last year. Ms. Roosevelt clarified that there are two main costs. The first cost (\$3200) is to cover repairs including irrigation, moving beds, building a teaching platform, gate repair etc. This is been covered from garden class donations collected by Ms. Griswold and from the Science Fair last year. The second cost (\$5575) is to cover the Ranger program. Ms. Harris also noted that PFRD donated an extra \$500 to cover maintenance of the chickens (coop repair, feed). Ms. Roosevelt stated that Science Committee was meeting the next day and that they would discuss how much is needed for Garden repairs. Ms. Bilavarn discussed cleanup in conjunction with Campus Beautification (parents bringing tools etc). Ms. Haynes stated that she has a meeting scheduled with LAUSD Facilities and Maintenance and would ask if we can get their assistance in initial Garden cleanup/cleanout.

## Reports from Committees

**Art:** Ms. Baker presented the Arts update and noted that the committee will meet the first Wednesday of each month. It was noted that the template that Ms. Meyers distributed will be helpful. Ms. Baker stated that the first event will be participation in Literacy Night and that we have to notify individuals of updated school volunteer authorization processes. Ms. Baker said that they are slated to have an Author reading ("Sweets the Witch") and that participants could come dressed up. If individuals are not approved volunteers at the time of the event, use of a "one time exception" was proposed to allow individuals to help make the night a success. Ms. Baker said that the Committee discussed other possible events for the school year but that they put them on hold for the time being. Ms. Baker updated regarding committee leadership. It was noted the Literacy Night is not a fundraiser. Typically it kicks off in the auditorium around 5:30 and lasts until 7:30. It was noted that kids who attend both sessions and have a slip signed typically receive a homework pass for the evening.

**Budget:** No meeting required. All members of Council are on the Budget Committee.

**Curriculum:** Did not meet. No report presented.

**Campus Beautification:** Ms. Bilavarn presented the Campus Beautification update. The Committee met on Monday but members expressed issues with the timing. There was limited participation so election of a committee chair was postponed. Ms. Bilavarn expressed a desire to continue to promote the "Dont Let It Go To Waste- Tie It Around Your Waist" campaign and it was noted that we can promote this on the RDCS website. The Committee also discussed new opportunities for murals and legacy benches for the 5th Graders. Ms. Bilavarn stated that she would be present at the Science Committee meeting the next day to coordinate Garden and Campus cleanup effort for the November 4th Campus Beautification day. Ms. Bilavarn stated that there are currently two major clean-up events planned (Fall and Spring) but that they will hold a monthly "lost and found" event. Ms. Haynes informed the group that she would like to have campus beautification events and invite local officials and possibly UCLA to promote our school. Ms. Haynes said that she can communicate the Campus Beautification efforts through her weekly updates from Blackboard which has approximately 500 subscribers.

**Community Spirit:** Did not meet. No report presented.

**ELAC:** Ms. Haynes noted that the ELAC committee was just formed and that the committee has not met yet. Ms. Haynes noted that ELAC could delegate this responsibility back to the Governance Council but that right now there is a group of individuals who are willing to take on this role.

**Grant Writing:** Ms. Wiesbrock presented the Grant Writing update. She stated that the committee met and that each of the constituent groups (teachers/staff and parents) were asked to come up with a list of priority areas for the school for focus on. The committee discussed differences between grants writing and fundraising with respect to the school and

who was responsible for leading which. Ms. Wiesbrock clarified that the Grant Writing Committee will be responsible for reviewing and applying for various opportunities for the school, there are smaller funding opportunities (class level field trip grants) that teachers may apply for on their own. Ms. Wiesbrock noted that Ms. Haynes and Ms. King-Wilson are working on a state funded grant to help renovate the Parent Center on campus.

Positive Behavior/Attendance Committee- Ms. King-Wilson stated that the Committee will hold its first meeting next week.

Safety- Did not meet yet, but planning a meeting. Ms. Haynes stated that the committee will go over safe school plan and convene about the earthquake drill coming up by Oct 20.

Science- Ms. Roosevelt provided an update. Teachers were provided with NGSS lessons and that materials will be delivered to help support the lessons that are planned even though the teachers do not have all materials needed (e.g., FOSS kits, Ms. Roosevelt is using 3rd grade kits for life science). Ms. Roosevelt said they are beginning to work on the Science Committee portion of the RDCS website and will add information to communicate to the school community about upcoming science events (e.g., providing forms for Science Fair signup, keeping parents informed on science standards, etc). Ms. Roosevelt stated that the committee is meeting again the following day, but that future meetings will be held on the second Thursday of every month.

Strategic Planning- Ms. Haynes noted that Strategic Planning Committee met but just briefly to create a draft of the Professional Development Calendar. Now that the full committee volunteer list has been processed, all individuals interested in participating will be contacted for next meeting and what has been done so far will be shared with the group.

Technology: Ms. Harris presented the update for Technology Committee. Ms. Harris stated that the Committee is scheduled to meet the first Wednesday of every month. The Committee reviewed the school mission plan and there was discussion of turning the current Computer Lab into a Creation Stations. The Committee discussed potentially trading the Apple iPads for Chrome Books, as potential software licensing issues were noted for iPad use. Ms. Valquez is the teacher liaison for Technology. Ms. King-Wilson asked how computerized testing is administered and it was noted that testing is done in the Computer Lab but that it can be taken on either device. A discussion was held regarding use of iPads (K-2) versus ChromeBooks (3-5) and it was noted that different devices were selected by different grade levels. Ms. Harris stated that the Committee is developing a "wishlist" of needs including a plan for new laptops, ink for computer lab printers, overhead projection bulbs etc. Ms. Harris noted that the Committee may request a budget to help with the upkeep.

## Public Comment

Public Comment (3 min per person)

Ms. Haynes showed the Council new RDCS Spirit Wear designed she is having created, with different designs and slogans for parents/teachers/students. Ms. Haynes said that she is working with someone who can help produce them when ordered and is cost-effective (\$10.00 for a t-shirt). Ms. Haynes said that she would like to use the T-shirt sales as a fundraiser to support field trips for all grade levels.

Ms. Roosevelt stated that she has not receive a list of what needs to be done for the garden. Ms. Nicholson (guest) stated that Ms. Griswold created a list but that she would reach out and ask Ms. Griswold to send to Ms. Roosevelt again.

Guest Comment #1: Ms. Nicholson (guest) asked about special procedures for kids at the school with severe allergies and noted that the process is a bit confusing for new parents. Ms. Haynes stated that a list requesting medical/allergy information from each family was sent home the first week of school and that the office maintains this information. Ms. Nicholson expressed concern because she completed the paperwork about her son's peanut allergy as well as information about the new version of the EpiPen that they are using, and the nurse asked for training information regarding the device's use. It was noted that the generic EpiPen works in a different way than the Brand Name, and is staff aware and trained to handle administration. There was discussion that children are "self-monitoring" if they have peanut allergies

and that is no consistency with respect to presence of nuts on campus or in classrooms. Ms. Haynes stated that she will discuss the matter with District Nursing but that in order to be a “peanut-free” school, we must have a minimum number of students with nut allergies who attend. A request was made to provide more clarification to the policy and to standardize how students with allergies are protected (e.g., are they separated at lunch?, is staff aware of the students with allergies?)

Guest Comment #2: Ms. Azur (guest) asked if parents are allowed to donate supplies to teachers. Ms. Haynes clarified that all teachers who want to request supplies from parents were given a District approved letter to use emphasizing that donations are requested but are not required. It was also noted that teachers can use Donors Choose and Lakeshore Learning to request supplies.

**Meeting Adjournment:**

The meeting was adjourned at 5:15 pm.

DRAFT