

# Riverside Drive Charter School

## Governance Council Meeting

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August 24, 2016

### Welcome

#### Governance Council

Kesia Doucette, Principal; Irla Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Marshall McAuley, Parliamentarian/Parent; Patryce Harris, Parent; Damon Johnson, Parent; Elizabeth Zubkoff; Valerie Wiesbrock (1st Alternate), Parent; Alma Cordova (2nd Alternate), Parent; Elsie Bohorquez, Teacher; Beth Meyers, Teacher; Kristine Nevills, Teacher/Parent; Angie Ware, Classified Staff

#### Attendees and Presenters

Kesia Doucette, Principal; Irla Wi, Chair/Teacher; Catherine Wygal, Vice-Chair/Parent; Brooke Cadorette, Secretary/Parent; Marshall McAuley, Parliamentarian/Parent; Elsie Bohorquez, Teacher; Beth Meyers, Teacher; Damon Johnson, Parent; Angie Ware, Classified Staff; Elizabeth Kate Zubkoff, Parent; Damon Johnson, Parent; Christine Higgins, Parent; Kris Nevills, Teacher/Parent; Patryce Harris, Parent; Jenifer Roosevelt, Teacher/Parent; Susan Baker, Parent; Mary McAuley, Parent/PFRD President

#### Reading and Approval of Minutes

Mr. Wi called the meeting to order at 3:02pm.

Mr. Wi welcomed everyone and is looking forward to the new year. This is the first year of our new five-year charter. Mr. Wi would like us to concentrate on the first year of this program. Overview: We are a STArt Charter (Science, Technology and Art), NGSS standards; Technology and Art are a huge part of our program. Project Based Learning (learning how to work together as a team); 4 Cs: Creativity, Collaboration, Communication, Critical Thinking.

Mr. Wi introduced Mr. McAuley our Parliamentarian who will ensure that we follow the Agenda and keep questions and responses to about a minute.

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

#### Unfinished Business

#### Budget (see attached handout)

Kesia Doucette

The general fund is approximately \$3 million. This year we funded the Computer Aid's position, but we had to change the way we funded it per the District. The Charter Block has approximately \$192k left. Some of this money has already been allocated for the rest of the year. Several council members asked for further clarification to gain a better understanding of how much money we have left to work with. Ms. Doucette will ask the fiscal specialist to address these concerns. This year we will get a Music and Visual Arts teacher. Our school is budgeted for 12 TAs. Three resigned. Currently there are five TAs on campus. Money remains for aids and it can be used for other things with a budget adjustment.

#### School Website

Patryce Harris

The new school website is up: [riversidedrivecharter.com](http://riversidedrivecharter.com). We still have our PFRD site- while both sites share some information the LAUSD school website may make no reference to money or fundraising- that is reserved for the PFRD site. Links will be provided on both sites to direct parents to the appropriate websites. We need to get the word out on the new website to drive traffic to the new site. Ms. Harris is still updating the faculty information and will add school forms on the website and additional information pertinent to new parents at RDCS. Ms. Higgins suggested having the kids do blogs on the

website. Ms. Wygal suggested a committee might need to be involved to make sure that the sites are being used for their intended purposes. Ms. McAuley noted the PFRD site will be edited to look different than the LAUSD RCDS website.

### **Charter Renewal and Status of Project Based Learning**

Kesia Doucette

Ms. Doucette noted that this was covered in Mr. Wi's Welcome.

### **New Business**

#### **Safe School Plan**

Kesia Doucette

Ms. Doucette reported that she will complete three emergency and safety procedures on line by the 1<sup>st</sup> of October.

#### **Science Aid**

Kesia Doucette

A new Science Aid, Maria Mirzaie, was hired to aid for six hours a day.

#### **Review Status of School Gardens**

Kesia Doucette

The Garden Assistant resigned. The primary garden is in rough shape and wasting away. There needs to be parent support as an aid is not enough. There is the upper garden as well. There will be a sign-up sheet to ensure this is a student led garden, but chickens need to be handled by staff only. Ms. McAuley will help get the word out to parents. Mr. Wi will be there this weekend to work on the garden and would appreciate any help. Ms. Meyers suggested we consider hiring a credentialed Science teacher who can help oversee the garden and Ms. Nevills agreed this is something we should consider.

#### **Committee Organization for 2016-2017**

Kesia Doucette

Teachers need to be on committees. Ms. Doucette stated we need a Professional Development (PD) person that helps a person and/or committee with scheduling when we need to get speakers and experts. Ms. Doucette would like a Committee Director in order to get more teachers on committees and a central place to see what is going on in every committee. Ms. Meyers volunteered to help with that. Ms. Nevills suggested we give each committee a focus and make sure that each committee reads the charter so they have a clear focus. Ms. Wygal suggested this information be on the LAUSD RDCS website.

### **Committee Proposals**

#### **Curriculum Committee – Writing Curriculum Purchase Request (see attached proposal)**

Kris Nevills

Ms. Nevills believes we need a writing program where all the teachers are coming together, it's Common Core based, and uses global language. Maria Brunell has already attended some training for a program called Write from the Beginning. It is a program that is successfully being used at Kester Magnet and Colfax Elementary. The proposal for \$10k is for monies for additional training for Ms. Brunell and the binders/materials for the teachers. If we commit every teacher will use it and it will be enforced by Ms. Doucette. Ms. Doucette motions to approve the \$10k, Ms. Meyers seconds. PROPOSAL IS APPROVED.

#### **3<sup>rd</sup> Grade Fund Committee – Field Trip Deposit**

Jenifer Roosevelt

Requesting to spend money that they received in donations from for last year. There is a \$600 surplus from the Student Body fund and they are asking for \$160 to use for a field trip to Pepperdine. Ms. Nevills made the motion to approve the funds. Ms. Cadorette second. PROPOSAL IS APPROVED.

## **Committee reports**

### **ART**

Susan Baker

At the next Governance Council meeting the Art Committee will be back to ask for money for their proposed budget. Teachers that are on the committee are Ms. Lowes Ms. Burkhart and Ms. Johnson. The first committee meeting will be the last Friday of the month. Meetings will be streamlined and the focus of the committee is to bring resources to the teachers, bring Arts on campus and celebrate the existing Arts on campus. The Arts Committee is comprised of six disciplines: Visual Arts, Cinematic Arts, Music, Dance, and Creative Writing.

### **ATTENDANCE**

Nothing.

### **CAMPUS BEAUTIFICATION**

Nothing.

### **COMMUNITY BUILDING**

Nothing.

### **CURRICULUM**

Nothing.

### **GRANT WRITING**

Nothing.

### **LITERACY**

Nothing.

### **PFRD**

Mary McAuley

Next Tuesday will be the first PFRD meeting. It will be in the morning after drop off in the Auditorium. She will talk to Grade Level chairs to discuss proposed field trips for this year. As mentioned the PFRD is also redoing their website. Currently Ms. McAuley is getting all of the parent volunteer information to the appropriate staff. The Fall Festival will be October 22<sup>nd</sup>. And next Friday there will be a PFRD sponsored Ice Cream Social after school.

### **SAFETY**

Nothing.

### **SCIENCE/TECH**

Jenifer Roosevelt

The committee will identify who on staff will be on the Science/Tech committee. They will set up a schedule for the garden and science lab. They will establish a meeting date, most likely Fridays.

### **STRATEGIC PLANNING**

Christine Higgins

Christine suggested that the Strategic Planning Committee help to oversee the follow through with the committees so that we meet the standards set forth in our new Charter. Someone needs to keep tabs on where we are, what we've done, and what plans we have to meet our benchmarks. Maybe this person can work with the PD Director. A data person is needed to evaluate scores and data that come in as well. Ms. Doucette will ask a staff member to be that person.

### **Public Comment**

Ms. Baker mentioned that an Ice Cream truck pulls up to the back gate on Huston every day is becoming a problem. There is a minimum distance vendors have to stay away from the school. Ms. Doucette will talk to them.

Ms. Baker reported that a first grader burned their hand on the monkey bars on the play structure by REC. Ms. Doucette said that all children were instructed not to play on the structure.

Ms. Cadorette reported there is still a metal obstruction protruding from a broken street sign on Ethel. It has been there since last year and has not been fixed after numerous attempts by parents to contact the City to fix the problem.

Ms. Nevills proposed we introduce two budget forms to our Governance meetings- 1) Committee Budget Forms which can be filled out for proposed budgets for each committee and 2) Approved Budget Forms that will be given to Ripsime Arakelian in the front office so she can track the allocation of budgeted funds.

Ms. Doucette reported the school has about 30 kinders in each room this year, approximately 677 kids school-wide. There is some reorganizing in the classrooms. RDCS does not have any more classrooms on campus and if our school continues to grow it is something we need to look at going forward. She also received the SBAC scores and is reviewing them. She noted we did go up in some areas.

## Meeting Adjourned 4:57 pm

### Action Log Summary

New actions this meeting:

- **Budget and Keisa Doucette:** need to have fiscal specialist clarify budget allocations from the Charter Block.
- **Committee Organization 2016-2017:** add committee information to the school's website
- **Strategic Planning and Keisa Doucette:** identify a person to analyze data from test scores to make sure our Charter is meeting its benchmarks.
- **Ice Cream Truck Parking by School:** Ms. Doucette will speak to this person.
- **Metal Protruding from Sidewalk on Ethel:** Ms. Cadorette will ask parents to contact the city to have the metal post removed.

Carryover actions from prior meetings:

- **Art and Curriculum Committees** need to meet to discuss the larger arts in the classroom options with regard to electives.
- **Curriculum Committee, Governance Community Involvement Committee, Grant Writing Committee and Awards Committee and Kesia Doucette:** need to collaborate on student character building program possibilities.
- **Kesia Doucette:** Find out from LAUSD what happens if our school hits capacity in the near future.

Completed since last meeting:

- **Care of Chickens:** Mr. Wi and Maria have been taking care of the chickens in the K-2 garden area.
- **Websites:** Patryce Harris is working on the new LAUSD RDCS website and Mary McAuley is working to differentiate the PFRD site from the LAUSD site.