

# Riverside Drive Charter School

## Governance Council Meeting

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September 21, 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; Vatsana Bilvaran, Teacher; Elsie Bohorquez, Teacher; Beth Meyers, Teacher; Angie Ware, Classified Staff,

#### Attendees and Presenters

Kesia Doucette, Principal; Irla Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Marshall McAuley, Parliamentarian/ Parent; Patryce Harris, Parent; Valerie Wiesbrock (1st Alternate), Parent; Vatsana Bilvaran, Teacher; Elsie Bohorquez, Teacher; Beth Meyers, Teacher; Angie Ware, Classified Staff, Susan Baker, Parent; Jenifer Roosevelt, Teacher, Alexa Nicholson, Parent; Christine Higgins, Parent

#### Reading and Approval of Minutes

Mr. Wi called the meeting to order at 3:03pm.

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

Mr. Wi reported that Ms. Nevills had to step down from the council and welcomed our new member Vatsana Bilvaran. The format of the meeting has changed to allow committees to give their reports at the beginning of the meeting so they are free to leave after.

#### Committee Proposals

##### **Art Committee- Art Experiences on Campus (see attached proposal)**

Susan Baker

The committee is hoping to do six arts experiences throughout the year focusing on the six art disciplines- Cinematic Arts, Creative Writing, Dance, Drama, Music, and Visual Arts. Ideally there would be three experiences in the first half of the year and three after the New Year.

- Music- Symphony would perform at an assembly for all grade levels (might need to be spread out over two days to accommodate all grades; approximately \$200- PFRD may also be able to fund a portion of this event)
- Creative Writing- Write your own Spooky Story at Literacy Night (professional writers would help facilitate along with illustrators; for the lower grade levels it would be more of a mad lib, the upper grade levels would use story cubes; approximately \$200 for supplies)
- Dance- Flash mob for the school (approximately \$200). In the early stages of figuring out. Ms. Doucette suggests working with the teachers at PE on Tuesdays to teach the dance to the children.

Mr. McAuley proposes we fund the first three art experiences; \$200/experience for a total of \$600. Mr. Wi seconds.

PROPOSAL IS APPROVED.

#### Committee reports

##### **ART**

Susan Baker

Lindsey Nelson's father is a professional artist and has volunteered to redo the murals in the kinder garden (one possibility is a Picassoesque Rocky Raccoon) that are fading and fix the art work on the handball courts. Ms. Doucette needs to check before repainting the murals in the garden as one mural was repainted by the original class members and given a certificate from the

City Council. The art committee will check in with grade level leads this week. The art committee will have an informational table at the Fall Festival and possibly a sketch artist.

#### **ATTENDANCE**

Nothing.

#### **CAMPUS BEAUTIFICATION/GARDEN**

Elexa Nicholson

Elexa Nicholson and Suzanne Griswold are working together on the garden- assisting the teachers, feeding chickens and watering. Ms. Griswold is having compost delivered to the campus for free. Enrich LA is coming on Monday to repair the irrigation system. Master gardeners have been contacted- they can assist in building gardening beds and education. The committee is looking to possibly fix the broken fence to prevent rat infestation. Plant signage is being made with chalkboard paint. A bed map has been made for the garden. A Seed Drive has started to get plants for the garden (information will be sent to all Room Parents to spread the word). Grade levels could decorate scarecrows for the garden- possibly auction them off at the Fall Festival. Mr. Wi suggested the Garden should join the Science Committee.

#### **COMMUNITY BUILDING**

Nothing.

#### **CURRICULUM**

Nothing.

#### **GRANT WRITING**

Valerie Wiesbrock

The committee will focus on strategic fundraising initiatives- looking at smaller state requests and larger federal grants. The committee will talk to the Strategic Planning committee and Ms. Doucette to better understand the flow of funds and maximize our take of funding.

#### **LITERACY**

Nothing.

#### **PFRD**

Nothing.

#### **SAFETY**

Nothing.

#### **SCIENCE/TECH**

Jenifer Roosevelt

Grade level chairs have been identified for K, 1, 2, 3. Still waiting on 4<sup>th</sup> and 5<sup>th</sup> grade leads. There is a schedule for Garden and Science lab for all grade levels. At tomorrow's PFRD meeting the committee will ask parents to join the Science committee. The first committee meeting will be Friday, September 30<sup>th</sup>- at that meeting they will establish a regular meeting date.

#### **STRATEGIC PLANNING**

Christine Higgins

A committee meeting was held for the Strategic Planning committee and with the data sub-committee- Ms. Nevills will be the data coordinator with Ms. Doucette. CAASPP data will be analyzed. Data will be presented to teachers, Governance Committee and PFRD. The committee will focus on monitoring the goals set forth in the charter and talk with other committees to make sure goals are being met. More parent involvement is needed. Professional development has been planned with Ms. Doucette throughout the year to help implement the new SArt charter.

## **Unfinished Business**

### **School Website**

Patryce Harris

There is a landing page for the Governance Council on the new website and the faculty page has been redone. Ms. Harris would like landing pages for each grade level (TK currently has one)- overview of the curriculum for the grade and pictures. Ms. Bohorquez suggested getting a questionnaire for the grade level meetings to help facilitate this. Forms on the website will be links to LAUSD forms. Ms. Harris will coordinate with Ms. McAuley to avoid double posting and would like to get input from the administration. A short term committee will need to be formed to help rollout the website. Ms. Meyers suggested a PD for teachers that want to do their own sites for their classrooms.

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

Christine Higgins

Committees need parental and teacher involvement- currently the Attendance and Curriculum committees do not have teacher committee members. We need a complete list of committees and a mission statement in a central location so we have a clear picture of what each committee is doing. Ms. Wygal will work on a Committee Board bulletin board in the main office. Committees also need to submit a written report of their meetings for the Governance binder.

### **Review Status of School Garden**

Keisa Doucette

Currently we do not need to hire a Garden assistant- we have three parents volunteering and we will see how that goes. In the future if we need to hire a Garden assistant we can look into a budget transfer.

### **Budget (see attached)**

Keisa Doucette

We had budgeted for 12 assistants, but money had to be reallocated to the Computer Lab position so we now have funding for 9 assistant positions. All of the positions have been filled- a few are still being processed by LAUSD. Funds that Governance approves come out of IMA. Ripsime Arakelian will track these expenditures- a budget approval form has been implemented to help with this.

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

Kesia Doucette

We are in our first year of our new charter. There will be a new person(TBD) from the Charter Office supporting our Charter Review, but no date has been given yet. We are waiting for the new person from the Charter Office to contact us.

## **New Business**

### **Safe School Plan Review and Approval**

Kesia Doucette

Ms. Doucette is reaching out to the Safety committee to discuss and finalize the plan which needs to be submitted by Oct. 1<sup>st</sup>.

### **Public Comment**

Ms. Cadorette asked for a back-up plan for days where Mr. Ronnie cannot do the Kiss and Ride. Today traffic was backed up and the Ethel gate was left unlocked. Ms. Doucette will address this with Dad's for Safety and Pete. Dad's for Safety may be able to escort tardy students to the main office for late slips.

Ms. Doucette reported the marquee in the front of the school was fixed today.

Ms. Doucette talked to maintenance today about fixing the black top, replace the rubber matting on the playgrounds, and getting new flooring in the parent's center.

## Meeting Adjourned 4:42pm

### Action Log Summary

New actions this meeting:

- **Arts Committee- Mural Painting:** check with Ms. Doucette to see if faded murals can be painted over.
- **School Website:** set up a short term committee to rollout the website; set up professional development for teachers who want to create websites for their classrooms
- **Committee Organization for 2016-2017:** need a complete list of committees and a mission statement in a central location (front office)
- **Back Up for Kiss and Ride/Locking Gate when Mr. Ronnie is Out:** Ms. Doucette will address this with Dad's for Safety and Pete. Dad's for Safety may be able to escort tardy students to the main office for late slips

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.
- **Committee Organization 2016-2017:** add committee information to the school's website

Completed since last meeting:

- **Metal Protruding from Sidewalk on Ethel:** The metal post has been removed.
- **Budget and Keisa Doucette:** need to have fiscal specialist clarify budget allocations from the Charter Block.
- **Strategic Planning and Keisa Doucette:** identify a person to analyze data from test scores to make sure our Charter is meeting its benchmarks.