

# Riverside Drive Charter School

## Governance Council Meeting

---

December 14, 2016

### Welcome

#### Governance Council

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

#### Attendees and Presenters

Kesia Doucette, Principal; Ilra Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Marshall McAuley, Parliamentarian/ Parent; Patryce Harris, Parent; Elizabeth Zubkoff, Alma Cordova (2nd Alternate), Parent; Vatsana Bilavarn, Teacher; Beth Meyers, Teacher; Angie Ware, Staff, Mary McAuley, Parent; Caryn Bush, Parent, Gail McManus, Staff; Jenifer Roosevelt, Teacher; Susan Baker, Parent

#### Reading and Approval of Minutes

Ms. Wygal called the meeting to order at 2:59 pm.

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

Damon Johnson is stepping down from the Governance Council. One of the alternates will join us as a new mem- TBD in the New Year.

#### Committee reports

##### ART

Susan Baker

Dance: The Riverside Slide continues to be done at various school events/gatherings. Debbie Allen Dance Academy (DADA) would like to do an interactive dance presentation at our school next year. Visual Arts: There is a new mural in the Kinder Garden done by artist Peter Blindt (a grandfather of two of our students). He has submitted an artist statement and bio with questions for the teachers to ask the kids about the art. He's coming back to do an interactive project with the kids and/or an Ask the Artist session with students. Music: Burbank Band performed for TK-2<sup>nd</sup> and it went really well, they also did a small petting zoo session. The band will come back later in the year to perform for 3<sup>rd</sup>-5<sup>th</sup> grade. We will have an Arts Night instead of an Arts Festival- more to come in the new year. The Governance Council approves the reallocation of monies already approved without additional Council approval as long as the proper forms are completed (with approval signatures) and given to Ripsime Arakelian. The Committee will utilize a bulletin board next year to celebrate the arts on campus and highlight what the committee is doing. We will ask for more money in the new year. Ms. Doucette mentioned the TK teachers would like to do an arts based project with the committee. Mr. Wi suggested the Art Committee work with the Science Committee to think about ways we can help each other and the teachers with joint projects.

##### CAMPUS BEAUTIFICATION/GARDEN

Keisa Doucette

5<sup>th</sup> Grade beautified the campus last month. Each month a different grade manages the beautification. We need to work on a solution for the overflowing Lost and Found.

##### CURRICULUM

Nothing.

## GRANT WRITING

Elizabeth Zubkoff

Contacted local dermatologists regarding the shade structure grant, but having difficulty getting calls back. Please send any names and contact information to the committee for dermatologists that may be interested in helping our school.

## INTERVIEW

Nothing.

## LITERACY

Nothing.

## PFRD

Mary McAuley

PFRD is undergoing some changes. LAUSD is looking at how PFRD operates and stands at this school. LAUSD claims we are a booster and not a PTO which comes with certain restrictions and these restrictions are hurting us- example: this year's Holiday Boutique made half of the money as it did last year because we could not advertise the boutique through fliers in backpacks or have the boutique during school hours. These restrictions are really affecting our fundraising. LAUSD has not responded to several attempts to get clarification. The last PFRD meeting was cancelled because there was no time for the PFRD board to meet after LAUSD implemented new regulations. Ms. Doucette okayed putting Super School fliers in backpacks to go home because it is not a fundraiser.

## SAFETY

Gail McManus (see attachment for proposal)

The committee went through the emergency supplies and made lists (see attachment). The committee is asking for approximately \$1500 to pay for supplies and an additional \$200 for protein bars that have expired- for a total of \$1700. Totals 1323.78 asking for \$1500. The district will change out the barrels of water that are kept in the changes out the barrels every year of the water in the C train. Ms. Wygal suggested we ask for assistance from families to make earthquake kits for students to be kept at school. Ms. Doucette suggested we explore that option next year as well but some of the supplies are needed now. Motion to approve \$1700 proposal. Motion seconded. **MOTION APPROVED.**

## SCIENCE

Jenifer Roosevelt

80 organizations have been contacted to participate in the Science Fair next year. An email and FB announcements were posted detailing Science Fair entries/submissions which are due by January 20<sup>th</sup>. This year the committee will be giving students digital copies to show the guidelines for the Science Fair. Student displays are due February 24<sup>th</sup>. National Board Certified teachers will do the first pass of judging- they might ask students to do presentations as well this year- like a quick interview. Northrop Grumman Aerospace employees might do the final judging in March.

## STRATEGIC PLANNING

Nothing.

## TECHNOLOGY

Nothing.

## WEBSITE

Patryce Harris

Ms. Harris is holding Wordpress sessions with parents and teachers. If anyone has stuff for the website please give it to Ms. Harris. Ms. Nevills should be approached about quarterly updates per grade level.

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

Caryn Bush

The committee is selling food during Winter Programs. Currently selling Winter Grams. Selling Ultra Zone presale tickets for \$20 (\$25 at the door). The room parents are sending out links to pay online. The committee will be at Math Night on February 9<sup>th</sup> assisting and selling food and they will do the same at the Art Night. On February 17<sup>th</sup> the committee will be hosting a school wide dance. Currently 59 students have signed up for Astro Camp.

## Unfinished Business

### Committees Update

Catherine Wygal

Full list and summaries have been compiled but the information has not been distributed- this will happen in the New Year. Hopefully it will get more parent involvement.

### Budget

Kesia Doucette and Marshall McAuley

Ms. Doucette is still waiting on our Budget Availability report for our LAUSD fiscal specialist. Mr. McAuley does not have all the completed budget forms- he did not get an update from Ms. Arakelian but we will have one for our next meeting. The Writing Program that was approved earlier this year will not be happening in this school year. It will be better for the teacher to attend the writing development program over the summer. It will delay the implementation which would now likely occur next school year.

### Anger Management; Anti-Bullying; Psychomotor Skills Update

Kesia Doucette

An Anti-Bullying assembly was held on campus and put on by the school police for 4<sup>th</sup> and 5<sup>th</sup> grades. It was very interactive and we need to continue it. In January we will have parent workshops/coffee with the Principal. Psychomotor parents are volunteering which has been helpful. A parent who is a fitness trainer has approached Ms. Doucette about a program for kids they may want to look at. Ms. Doucette asked the parent to get us a proposal so we can evaluate.

## New Business

### Arts Committee Proposed Spending Request for Folding Chairs (see attached)

Brooke Cadorette

RDCS is in desperate need of additional/new folding chairs. Currently we have 24 chairs and they are in bad shape (see attached photos). Recently at the Burbank Band assembly for the lower grades it was difficult for the Arts Committee to round up the 50 chairs needed for the band to sit on stage to play for the students. There are over 645 students at RDCS and that number seems to grow every year and with our new STArt Charter I anticipate the need for at least 100 folding chairs (enough to cover at least one grade level at a time) for future events like concerts, recitals, performances, ceremonies, etc. Current bids from online:

1. Costco: \$2,615.98 (includes shipping and tax) for 96 metal folding chairs and 2 dollies.
2. GlobalIndustrial.com: \$2,545.61 (includes shipping and tax) for 100 plastic folding chairs and 2 dollies
3. Schooloutfitters.com: \$2249.42 (includes shipping and tax) for 100 metal chairs and 2 dollies

Several members are concerned about the storage of the chairs- we don't currently have the space. Ms. Doucette will speak with LAUSD about an addition C-Train for storage. Motion to approve \$2600 proposal for chairs and dollies. Motion seconded.

**MOTION APPROVED.**

### Safety Committee Proposed Spending Request (see attached)

See Safety Committee report.

## Public Comment

Nothing.

## Meeting Adjourned 4:33 pm.

## Action Log Summary

New actions this meeting:

- **Safety Committee:** to purchase up to \$1700 for emergency supplies to be stored in the C train.
- **Catherine Wygal:** distribute full list and summaries of updated Committees
- **Keisa Doucette:** get a proposal from fitness trainer/parent at RDCS for a Psychomotor program.
- **Brooke Cadorette:** to purchase 100 metal folding chairs and 2 dollies not to exceed \$2600.

Carryover actions from prior meetings:

- **Grant Writing Committee and Curriculum Committee:** to work in conjunction with Ms. Doucette to implement skin cancer awareness/sun safety at school so the school can apply for a Sun Safety Grant for shade structure for the garden.
- **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.
- **Art and Curriculum Committees:** need to meet to discuss the larger arts in the classroom options with regard to electives.
- **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
- **Committee Organization for 2016-2017:** need a complete list of committees and a mission statement in a central location (front office)
- **Keisa Doucette Outside Psychomotor Possibilities:** get proposals from YMCA and My Gym for possible Psychomotor Programs
- **Keisa Doucette/Valerie Wiesbrock Formalize Parent Volunteers for Psychomotor and Other Opportunities:** formalize a parent volunteer process with guidelines for parents who volunteer at school.

Completed since last meeting: