

Riverside Drive Charter School Governance Council Meeting

January 25, 2017

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, Parent; Alma Cordova (1st 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; Elizabeth Zubkoff, Valerie Wiesbrock, Parent; Elsie Bohorquez, Teacher; Vatsana Bilavarn, Teacher; Beth Meyers, Teacher; Angie Ware, Staff, Mary McAuley, Parent; Susan Baker, Parent; Christine Higgins, Parent

Reading and Approval of Minutes

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

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

Committee reports

ART

Susan Baker

First meeting since Winter Break is tomorrow. Not much different from last check in. Review: Muralist coming back to do an activity with the kids later in the year. Ms. Baker is meeting with Principal Doucette to discuss dates for the Art Night- it will be after March and the night will heavily focus on Theater and Cinema. We are also coming up with a date to bring in DADA (Debbie Allen Dance Academy) for an interactive dance presentation. The Burbank Band is coming back for grades 3-5- date TBD. We are making a stronger effort to celebrate the Arts on Campus- possibly work with PFRD for a Facebook push. Ms. Doucette says there are a lot of bulletin boards around campus that are open. Ms. Baker is setting up a meeting with Ms. Roosevelt to integrate Science and Art. She is also asking the committee if anyone will work with TK on Arts projects.

CAMPUS BEAUTIFICATION/GARDEN

Keisa Doucette

Ronya Waters is working on setting a date for 2nd Grade. 1st Grade will do campus clean up in February.

CURRICULUM

Nothing.

GRANT WRITING

Elizabeth Zubkoff

Ms. Zubkoff met with a dermatologist, Dr. Michael Lin in Sherman Oaks, to sponsor our school for the sun shade grant- \$8-10K. Ms. Cadorette suggested giving Dr. Lin free advertising on our gate for his sponsorship. The grant needs to provide physical evidence of the sun safety curriculum. It needs to be incorporated with our Health Education. All grade levels will need to have a bit of sun safety in this curriculum to qualify for the grant. The application is due in September. Ms. Wiesbrock mentioned that the Department of Education released innovation grants- might be in flux with current political climate- Ms. Doucette can distribute this information to the teachers. Ms. Wiesbrock mentioned that NGSS training can possibly use unallocated funds under a certain line item for paraprofessional training- she will send specifics to Ms. Doucette.

INTERVIEW

Nothing.

LITERACY

Nothing.

PFRD

Mary McAuley

PFRD had their first meeting last week. PFRD introduced new way of meetings- Agendas, Budget (budget summaries at the meetings, longer versions of the budget are on the website.) and previous meeting's minutes are on the website prior to the meetings. Norms and Standards are now applied to all meetings- to prevent them from getting out of hand. PFRD discussed the differences between a Booster and a PTO- PFRD is considered a Booster because of the way their money is handled. PFRD will do more research on Boosters, PTOs and PTAs, then bring the information to membership for a vote to see how we will move forward next year. April 7th- Spring Sock Hop/Family Dance at Millikan Middle School the cost will be \$25 for a family of four. Hopefully there will be a silent auction there. Campus clean ups are going through the Lost and Found bin and weeding through it every month. PFRD is still working on the Walk-a-Thon- need specifics for the District regarding fundraising. Ms. Wiesbrock noted we still need to set up a joint meeting of Governance and PFRD to state the differences of each body to the parents. Mr. Wi- says the onus is on the Governance Committee because PFRD cannot pass out fliers in backpacks or robocall. Ms. Wygal notes that the attendance is low at meetings, but Literacy and Art Nights seem heavily attended- maybe use this as a chance to capture the parental audience. Ms. Doucette suggested reaching out specifically to the membership list that PFRD has, and notes that the two are separate entities. We can have a meeting to discuss how to partner- there are different rules if the Booster becomes a PTA or PTO. LAUSD has not completed the fundraising bulletin/rules. Mr. Wi proposes that we have a committee devoted to this- a Community Outreach committee. Ms. Meyers asked if Governance can promote something on behalf of PFRD? Ms. Doucette said not with regards to fundraising. Mr. Wi thinks we need to look at this issue and address it otherwise the division is going to continue to go on. Ms. Wygal mentions we need to do the annual survey and maybe we include questions regarding communication in the survey. Ms. Bilavarn suggests videoing meetings and have them on Facebook. Ms. Higgin suggests that Governance send out a flyer saying what has happened, here are the differences, and why. Mr. Wi, Ms. McAuley, Ms. Wiesbrock will be on the new Committee and report back next month.

SAFETY

Nothing.

SCIENCE/MATH/SOCIAL SCIENCE

Ilra Wi

Science Committee is getting the Science Fair together. A lot of work is under way- including getting the exhibitors together. Notices are out to the grades as to the Science Fair Projects and Collections. Third-Fifth will be evaluated by the National Board teachers- four from each grade will attend the District 3 Science Fair. We've gone there for the last few years. Most of the top schools that emphasize science don't even bring in exhibitors like RDCS does.

STRATEGIC PLANNING

Christine Higgins

Focused on preparing our Charter Review. Ms. Nevills and Mr. Wi are working with teachers on this- showing how we are implementing our Charter and analyzing test scores. Ms. Nevills needs access to some of the interim test scores. The committee will meet on Friday.

TECHNOLOGY

Nothing.

WEBSITE

Nothing.

Ms. Wygal said that Wordpress is cumbersome. Ms. Higgins noted that the people who review the Charter do look at the website- February 7th is the date of the Review

5TH GRADE

Catherine Wygal

Meeting tomorrow to review the balance of the year. 5th Grade is hosting a dance in February. Attendance has been low at the 5th Grade meetings.

Unfinished Business

Budget (see attached)

Kesia Doucette

Ms. Doucette reached out to our fiscal service person at LAUSD- she received the Budget Availability for January. We now have a Council Budget Summary and reconciles of the approved allowances. Ms. Doucette is looking to spend some of our allocated monies for Parent Workshops- most likely on the weekends. Mr. McAuley met with Ms. Arakelian and they created a system for tracking monies that have been approved to be spent. The Governance Binder now has a tab for each budget request with a running tally for the year.

Committees Update

Catherine Wygal

Coffee with the Principal- Volunteer meeting was about the guidelines on campus. Volunteers need TB tests and to be Live Scanned (fingerprinted). If you want to join a committee then email Governance and they will put you in charge with a person on that committee. We will send out an eBlast to educate parents about the committees and ask for more parental involvement.

New Business

Form Ad Hoc Committee- Budget Survey

Catherine Wygal

Each Spring we do a Budget Survey (we've used Survey Monkey in the past) for how our parents would like funds to be spent. We use the previous year's survey and adjust it accordingly. The survey is supposed to go out in February, because Ms. Doucette usually works on the budget for next year in March. Ms. Doucette will be on the committee with Mr. Wi and Mr. McAuley (volunteered by Ms. McAuley). Survey will be brought back to the board. We will need to start thinking about elections for The Governance Council members for next year as well.

LAUSD Charter Review

Ilra Wi

We will be reviewed on the Governance- how we conduct meetings, Brown Act. Student Achievement and Performance (Ms. Doucette and Ms. Nevills are working on this) and how have we implemented the Charter in the first year. Mr. Wi has been collecting materials from the grade levels. We can show especially with the primary grades that our school has a solid foundation. Ms. Doucette notes there are a few areas we needed to tweak with the EL population. There will be a meeting on Friday to bring together the materials and put together a narrative in one report with documents to support that narrative. Ms. Roosevelt has done a great job incorporating the Science and Technology for the EL students. Ms. Doucette notes that the Review Board will get to monitor classrooms and we select the classrooms they visit.

Budget Request- Black History Month Performance

Kesia Doucette

Zulu Acrobats will come during the month of February and do a performance. Information and budget request TBD. Since we will not have another meeting before the performance Mr. Wi motions we approve \$300 for this assembly. MOTION APPROVED for \$300.

Public Comment

Psychomotor is cancelled.

Meeting Adjourned 4:39 pm.

Action Log Summary

New actions this meeting:

- **Community Outreach Committee (Mr. Wi, Ms. Wiesbrock, Ms. McAuley):** the newly formed committee will meet and report back to Governance next month.
- **Charter Review is February 7th:** meeting on Friday to write the narrative for the Charter Review
- **Catherine Wygal:** Compose an eBlast with Committee information to be sent to parents
- **Budget Survey/Kesia Doucette, Ilra Wi, Marshall McAuley:** Distribute Budget Survey via Survey Monkey some time in February
- **Kesia Doucette:** Book Zulu Acrobats for school assembly.

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.
- **Safety Committee:** to purchase up to \$1700 for emergency supplies to be stored in the C train.
- **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.

Completed since last meeting:

- **Catherine Wygal:** distribute full list and summaries of updated Committees