

Riverside Drive Charter School Governance Council Meeting

February 22, 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

Ilra Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Marshall McAuley, Parliamentarian/ Parent; Elizabeth Zubkoff, Elsie Bohorquez, Teacher; Vatsana Bilavarn, Teacher; Beth Meyers, Teacher; Angie Ware, Staff, Alma Cordova (1st Alternate), Mary McAuley, Parent; Susan Baker, Parent; Christine Higgins, Parent; Suzanne Griswold, Parent

Reading and Approval of Minutes

Mr. Wi called the meeting to order at 3:04pm.

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

NEW BUSINESS

Art Committee Request (4 minutes)

Susan Baker

There is a request for \$150 for refreshments for the Debbie Allen Dance Academy (DADA). Any request under \$200 can be approved by Ms. Doucette through petty cash. The request for DADA will be approved through the main office. DENY THE REQUEST and APPROVE to have request go through the main office since it is under \$200 it can be paid through petty cash. Mr. McAuley wants to know how this money will be tracked- through the Charter Block Grant or not. Ms. Wygal will ask Ms. Doucette how it is managed- it is probably through IMA.

Science Committee Budget Request- Enrich LA (4 minutes) (see attached)

Suzanne Griswold

Mr. Wi and Ms. Griswold have been working get the garden in shape- there are repair issues and things have broken down and not been repaired. Ms. Griswold spoke with Sybil Goodkin and Enrich LA and has asked for their assessments and the costs to make the needed repairs- \$3400. PFRD has allocated Box Tops to the Garden in the amount of \$800. Through the class taught by Ms. Griswold an additional \$486 has been raised. The remainder is around \$1500 outstanding. The main request is to restore the irrigation system. The secondary garden is also in need of a classroom space. The beds in the secondary garden are still in need of beds and topsoil. There are wooden beds in the Kinder garden that need repair as well. The Enrich LA will also require money. Ms. Bohorquez is concerned that the Science Committee has not approved this request yet. It should go through the committee first before we approve. Ms. Wygal's concern is that we have already given the garden \$10K in the past and when Ms. Goodkin left the school the garden went into disrepair. Ms. Wygal suggests a school based plan (not a parent based plan) to keep the garden going throughout the year. Ms. Griswold states that Enrich LA will help repair certain things for a fee or perhaps we could hire a Garden Aid. Mr. McAuley agrees that the maintenance should be included in the proposal. Mr. McAuley suggests that we reimburse Ms. Griswold for the contributions she raised from teaching her class because we have the funds. The Science Committee still has a budget that they can fund for the Garden- after approaching the Science Committee, Ms. Griswold should come back and ask for the remainder for the funds. Mr. Wi thinks we really need an irrigation system that is more permanent than the one we have now. Ms. Meyers wants to know if Enrich LA will take over the garden and teach? Ms. Griswold said that is a separate cost. Some teachers may not go the Garden because they don't know how to

garden and the school could benefit from an aid/outside source. Ms. Wygal thinks we need a dedicated team with a real focus from the school- it needs to last 5-10 years from now. Maybe there should be some professional development about the garden so the school (teachers and students) can keep the gardening up throughout the year. Ms. Bilavarn suggests designating certain plots in the garden that are in the same spot throughout the year would be helpful. Ms. Higgins said this can be revisited through the budget survey. TABLE the proposal until Science Committee approves.

Achieve 3000 Program Presentation (35 minutes)

Rick Lippert

Smarty Ants and Achieve 3000 are the 2 programs that are going to be discussed today. 150 schools use these programs.

SMARTY ANTS

- The program is a Foundational Literacy Skill- enjoy reading
- It is a Common Core compliant - We understand it and implement it- Technology is in the classroom.
 - The program can run without internet connection.
 - This program has a home edition license (in English and Spanish)
- The founder of Smarty Ants created Leap Pad- virtual learning
- It's been used at LA Unified for over 2 years
- Playing games to learn and accelerate the learning
- The placement test is adaptive for the students
- Independent practice with adjusted instruction
- Guided practice if needed
- There is a bookcase of digital books
- Students get points and can buy outfits with their points

ACHIEVE 3000

- Usually for grades 3-5
- It's all non-fiction news articles- focus on Science and Social Studies
- The program is available in 12 reading levels in English and Spanish- students could read the same articles in above or below grade level.
- Helping to build vocabulary- highlighted blue words are audio enhanced
- Assessment takes about 30 minutes. Lexile scores are given. Articles are tailored to each student, then there is a Formative Assessment, and once a month there is an Auto-Adjust if the student is available for more challenging work.
- 5 Step Literacy Routine- Before Reading Poll, Read the Article, Do Activity Questions, Respond to the After Reading Poll, Answer the Thought Question.

QUESTIONS:

- Cost: Quote for only Grades 3-5- \$14,675 for one year subscription
 - Jump Start Quote- (includes Smarty Ants and free use over the summer and all next year)- \$25,565 (this is a 20% discount)
- It needs to be used 2-3 times a week
- Local schools that use this- Limerick School uses both (very high ELL school)
- How does it align with Common Core and NGSS? No alignment with NGSS, but Common Core aligned.

It's separate from the writing program we purchased earlier this year. Cap It is the current pilot program being used in the Kindergarten classrooms and the teachers seem to like it.

Committee reports

ART

Susan Baker

Effort and energy is focused on Art Night- Friday, May 19th. Time TBD. Ms. Stephanie is handling Theater and Cinema projects. Visually Arts (passed on the Japanese artist Kusama (dot art)- the artist will be at The Broad Museum later this year), Dance (Dance Party and Riverside Slide) and Music (possibly School of Rock or Drum Circle), Creative Writing (brainstorming). Debbie Allen Dance Academy is coming next week to present an interactive dance presentation. The Burbank Band is coming back on the March 24th for the upper grades. Mr. Wi has had committee members coming in to his classroom to do Art. Ms. Cadorette mentioned there is a rip in the screen that should be checked/repared before the DADA assembly.

CAMPUS BEAUTIFICATION

Vas Bilavarn

Developed a mission statement: To cultivate an environment of community partnership between the school and the families and students to become active citizens where communication, collaboration and creativity leaves a long-lasting legacy of Rocky Pride, Respect, and Unity. Ms. Bilavarn will meet with Ms. Doucette to go over the committee's budget. There will be a project request for a peaceful playground overhaul- it needs a makeover. The committee would like to start a legacy project with the 5th graders- perhaps a bench dedicated by the class to the garden with a word that epitomizes that class.

CURRICULUM

Nothing.

GRANT WRITING

Elizabeth Zubkoff

Moving forward with the Shade Structure grant- a letter has been drafted for the dermatologist. The committee is working on getting information on shade structure vendors. There have been meetings to discuss where to place the structure. Mr. McAuley notes the committee might want to coordinate with the Science/Garden Committee to ensure the shade structures do not disrupt the growth of some plants. The curriculum was sent to Mr. Wi and Ms. Doucette for health education that needs to be started this year- age appropriate and grade level appropriate. NGSS Grants- Ms. Wiesbrock has accessed new information for possible training money for teachers. Exploring a possible need for video equipment for the 5th graders- considering Sony, Best Buy, etc.

INTERVIEW

Nothing.

LITERACY

Nothing.

PFRD

Catherine Wygal

The PFRD and school websites are totally separate. eBlasts that go out now come from PFRD. We need to have people opt in to the school's website eBlasts. Ms. Higgins suggested asking Ms. Doucette about email information to send out a separate eBlast. Ms. Harris suggests putting this information in backpacks. Ms. Meyers suggested getting the emails from the Room Parents and have them share this new information. Governance Committees are on the website for our school to get more information on specific Committees there are links that are emailed to the Governance email for privacy issues.

SAFETY

Nothing.

SCIENCE/MATH/SOCIAL SCIENCE/GARDEN

Ilra Wi

The Science Committee members have been working very hard on the Science Fair which will be Friday, March 10, 2017. We have nearly 140 students who have applied to be in the Fair and 21 science specialists who will be here as exhibitors providing hands-on and demo experiences for our students.

Students have this week to drop off their project boards in the Science Lab.

NBC Teachers will be judging boards (by grade level) next week in the Library after school.

Students will give presentations to their grade-level teachers and classmates the following week in the Auditorium during the school day.

On the day of the Fair, student boards will be on display in the classrooms and halls of the 3rd/5th grade building and the 21 exhibitors will be in 10x10 EZUps along the Yard between the same building and the Lunch Pavilion.

Teacher-led tours will be 1-2:29 and then the Fair will open to the public.

We are seeking volunteers to assist with check-in of boards, set-up, staffing booths, and break-down. A link to the signup site is: <http://signup.com/go/b8zch1> Volunteers who do not have an official Badge will need to complete a One-Time Application.

Our sponsors for the event are Ripe Media (ribbons) and Quixote (production rentals).

Our exhibitors include City of LA Stormwater Project, Columbia Memorial Space Center, Costume Co-Op, LA Sheriff's Crime Lab, LADWP, LA Zoo, Magikid Robotics, NASA JPL, Super School, PFRD, REC, Sherman Oaks Public Library, Summer Art Academy, Sylvan, Painted Reptile, Planetary Society, Tree People, UCLA Master Gardeners, and Wildlife Waystation.

STRATEGIC PLANNING- see New Business- Budget Survey

Christine Higgins

TECHNOLOGY

Nothing.

WEBSITE

Patryce Harris

There is now a Garden page and a sign up for eBlasts. The school website will now show up on a Google search. The Charter documents have been updated and there is a link to the archive documents. Galleries for Art can be submitted. Ms. Baker suggests getting photos during Open House. Working on landing pages for each Grade Level. Trying to infuse personality on to the website. Ms. Meyers wants to know if there is a place for teachers to have their own website- Ms. Harris points out there might be security issues to link them to the classroom Shutterfly accounts. Maybe the Technology Committee needs to be looped in.

5TH GRADE

Catherine Wygal

The committee is fundraising and planning the end of the year party, a 5th grade picture, and 5th Grade t-shirts giveaway with a mini party. Ms. Wygal will talk to Ms. Bush regarding the Legacy Project for Beautification.

Unfinished Business

Budget Survey (15 minutes)

Christine Higgins

Ms. Higgins would like approval to send out the budget survey to the Governance Council and then have the Budget Survey Committee give final approval on the survey since there will not be another Governance meeting before the budget is distributed. APPROVED by the Council. Ms. Harris has been added to the committee. Do we want to add Enrich LA questions regarding the Garden? - Yes; Should we add Achieve 3000 questions? No

LAUSD Charter Review Update (5 minutes)

Ilra Wi and Christine Higgins

No final report yet, but the visit went well. There were no major concerns. The District reps visited TK- Ms. Kachlon's class (100 Day celebration); Kindergarten- Ms. Bohorquez (NGSS lesson with her students who were working in small groups); 1st Grade- Mr. Wi's class in the Computer Lab.

Public Comment

Ms. Harris: How do you get stuff fixed on campus? There is a broken bench with a hole in a bench in the Kindergarten area. Ms. Meyers suggested asking Pete to look at it.

Ms. Baker: At campus clean up parents noticed that there was a lot of broken items in the upper garden. Maybe we need to talk to REC about supervising children after school to insure if we invest more money in the garden it then isn't trashed.

Meeting Adjourned 5:14 pm.

Action Log Summary

New actions this meeting:

- **Art Committee Request for \$150 (Susan Baker):** seek funds for DADA through petty cash in the main office

- **Repair Rip in Screen for DADA assembly (Susan Baker and Brooke Cadorette):** talk to Pete about repairing the screen.
- **Science Committee Garden Request (Suzanne Griswold):** seek approval from Science Committee first for funds
- **School Website eBlast Awareness:** have Room Parents send out the information or send a flyer home in backpacks
- **Website and Technology Committee:** discuss a landing page for each classroom

Carryover actions from prior meetings:

- **Community Outreach Committee (Mr. Wi, Ms. Wiesbrock, Ms. McAuley):** the newly formed committee will meet and report back to Governance next month.
- **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
- **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 regards to electives.
- **Kesia Doucette:** Find out from LAUSD what happens if our school hits capacity in the future.
- **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
- **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.

Completed since last meeting:

- **Charter Review is February 7th:** meeting on Friday to write the narrative for the Charter Review
- **Brooke Cadorette:** to purchase 100 metal folding chairs and 2 dollies not to exceed \$2600.
- **Kesia Doucette:** Book Zulu Acrobats for school assembly.
- **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.
- **Committee Organization 2016-2017:** add committee information to the school's website
- **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.