

Riverside Drive Charter School Governance Council Overview



Updated May 24, 2017



Overview

- What is the Role of Governance?
- Responsibilities of Governance Council
- Meeting Overview
- Meeting Procedures
- Business Meeting Etiquette
- Governance Council Approval Process
- Responsibilities of Officers
- Responsibilities of Executive Committee
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- Responsibilities of Committee Chairs



Before Your Eyes Roll Back in Your Head from Data Overload:

- COME TO THE MEETINGS
- Participate and ask questions
- If you see room for improvement... MAKE IT
- If you feel passionate about being a part of shaping Riverside Drive Charter.... join or lead a Committee



What is the Role of Governance?

- As an affiliated Charter, our Governance Council is written in to our Charter and is mandated by LAUSD.
- Governance Council is an elected group of teachers, staff and parents along with the principal, who meet once a month to oversee and vote on requests brought to the council by various Committees, parents, and teachers
- We ensure our 5-Year Charter Plan is implemented.
- We oversee Charter Block Grant Budget spending



Responsibilities of Governance Council Representatives

- **Attend monthly meetings**
 - If you are unable to attend, notify the executive committee and attempt to find a replacement.
- **Come prepared**
 - Read meeting minutes prior to the meeting.
 - Read proposals prior to the meeting.
 - Do research on any questions about the proposal prior to the meeting.
- **Use proper meeting etiquette**
- **Participate in at least one Committee**
 - Serve as a guide for that committee when they want to propose something to the Governing Council.
- **Be a representative of your community**
 - Talk to other members of the school community about issues and bring their perspective to the table along with your own.
- **Run Elections for Next Year's Council Members** (*Process starts in March*)



Governance Council Meeting Overview

Meeting Agenda

- **Review Previous Month's Minutes**
- **Hear Reports from Governance Committees**
Committees are made up of teachers, staff and parents
Committees include Art, Campus Beautification, Safety, Grant Writing and more
- **New Business**
Includes budget spending and agenda requests from teachers and parents
Council directed topics including budget, safety, ad hoc committees and more
- **Unfinished Business**
Carry over and follow up on outstanding issues
- **Public Comment**



Governance Council Meeting Procedures

- Allow the presenter to get through their presentation and jot down any questions to ask later.
- Council members may interrupt with questions **ONLY** if it is necessary to ensure the presentation is effective.
- Attendees may ask questions after council has completed asking questions but prior to vote when the chair opens the floor to the public.



Governance Council Meeting Etiquette

- **How to Ask a Question**
 - Stand your name card on end and wait for the Chair to acknowledge you.
- **Stay on Topic and Be Concise**
 - If discussion is getting off topic, please stand up and wait to be acknowledged by Chair. Then ask to get back on topic, to put the discussion in the Parking Lot, or make a motion to vote or to table the discussion.
- **Parking Lot**
 - Topics that need to be discussed outside of the context of the current proposal will be added to the Parking Lot. At the end of the meeting we will decide which Parking Lot topics to discuss today, which to take off line and which to bring to a future meeting.



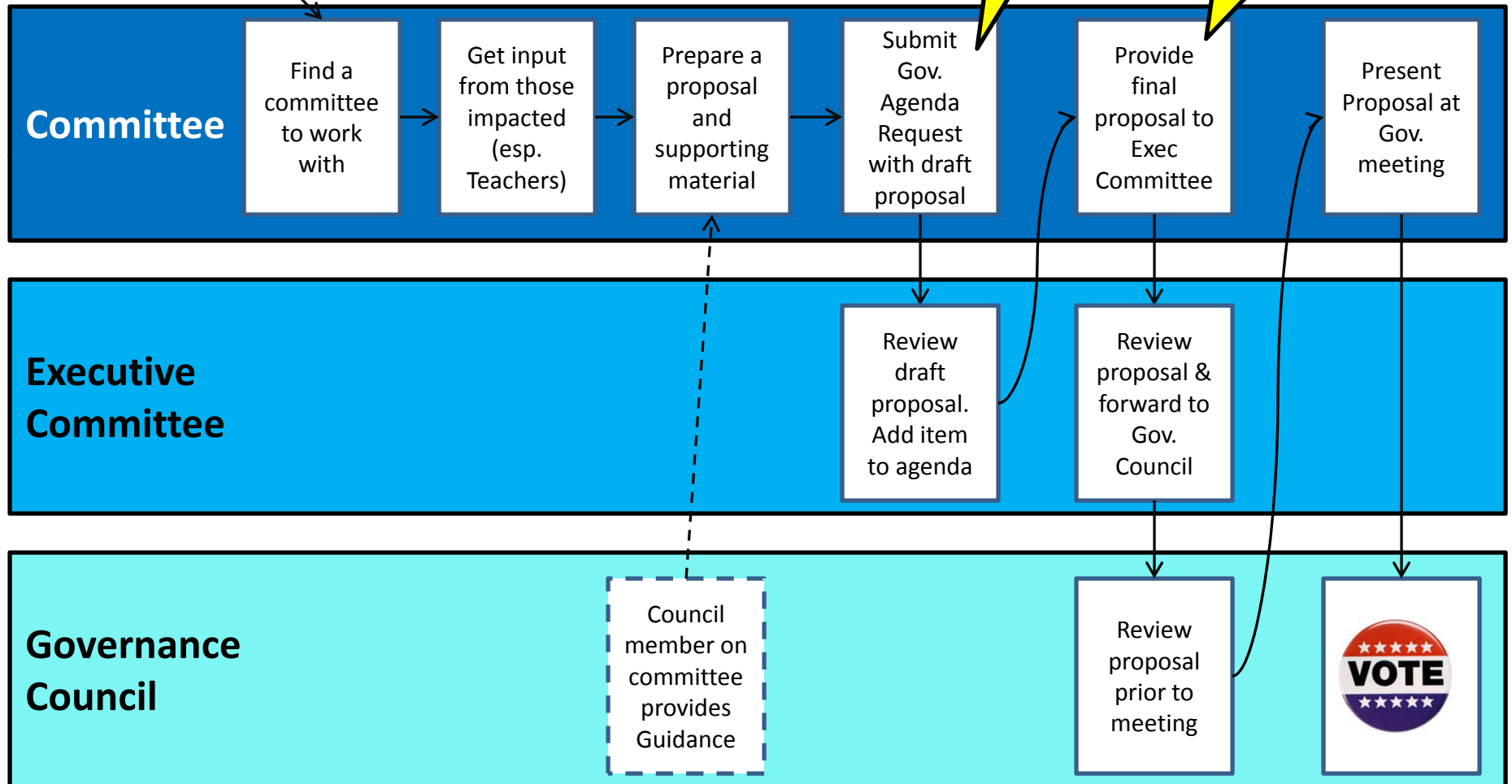
How Can I Make the School Better?

- **Join or partner with a Committee**
- **Take your idea to the Governance Council if:**
 - It will spend more than \$250 of Charter Block Grant funds (*Science Fair, Art Night, Emergency Supplies, etc.*)
 - It impacts the school day or curriculum
 - It impacts the campus
 - It impacts staffing
 - It alters the school calendar

RDCS Governance Council Approval Process



I have an idea!





Responsibilities of the Chair

- Oversees the decisions and actions taken by the Council
- Sits on the Executive Committee
- Prepares an agenda and distribute it to the members prior to all meetings.
 - Said agenda is to be posted publicly on the school's website and in the school's main hallway 72 hours before each meeting and distributed to Council members via email at least 48 hours before each meeting .
- Conducts all meetings in accordance with Governance Council Bylaws



Responsibilities of the Vice-Chair

- The Vice Chair understands the responsibilities of the board chair and is able to perform these duties in the chair's absence at regular Governance Council meetings, as well as Executive Committee meetings when called upon to do so, and to perform other duties as assigned by the Chair.



Responsibilities of the Secretary

- Record the proceedings of all meetings of the Council, then distribute to Council members.
- Keep all agendas, sign-in sheets, and meeting minutes in a binder, which will be stored in the Principal's office.
- Post meeting minutes publicly in main office.
- Provide meeting minutes and reports presented in Council meetings to the school's designated webmaster to be posted on the school website.



Responsibilities of the Parliamentarian

- The Parliamentarian is an expert in rules of order and the proper procedures for the conduct of Council meetings.
- The Parliamentarian assists in the interpretation of bylaws and rules of order and the planning and conduct of meetings.
- The Parliamentarian votes and takes part in discussion of items on the agenda.



Responsibilities of Executive Committee

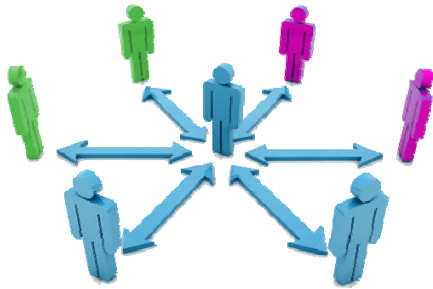
Principal + Chair + Vice-Chair = Executive Committee

- Chair and set the agenda for Governing Council meetings.
- Deal with routine matters not requiring the attention of the full Governing Council or its committees.
- Works on Annual LAUSD Charter Review (*process begins in February*)
- Meet weekly but may convene more or less frequently as necessary to conduct its business.
 - *The Executive Committee may **not** exercise the authority of the Governing Board with respect to material issues concerning the school's operation nor the terms and conditions of the Charter.*



Committee Overview

- As a sub-set of Governance, we oversee and participate in a number of Committees including those for:
 - ✓ Art
 - ✓ Campus Beautification
 - ✓ Strategic Planning
 - ✓ Safety
 - ✓ Attendance
 - ✓ Science/Math/Social Science
 - ✓ Grant Writing
 - ✓ Literacy
 - ✓ and more
- These committees are teacher/parent collaborations which help strengthen our community



Responsibilities of Committee Chairs

- **Attend** monthly Governance Council meetings.
 - Be prepared to provide a 3 minute summary of recent and upcoming activity from your committee.
 - If you are unable to attend, please send a representative from your committee.
- **Submit** monthly meeting minutes to the Governance Council Secretary.
- **Oversee** proposals that are coming from your Committee.
 - Seek input from other committees and community members who may be impacted by your proposal.
 - Find ways to work together with other committees.
- **Review** the 5 year plan for the charter and find ways for your committee to help make that plan a reality.
- **Provide** input on proposals presented to the Governance Council by other committees.
 - Think about how the proposal impacts your committee's goals and how your committee may be able to help. Share these insights with the person proposing prior to the Governance Council meeting.