

# Riverside Drive Charter School

## Governance Council Meeting

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April 26, 2017

### Welcome

#### Governance Council

Judith Schear, Interim 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

Judith Schear, Interim Principal; Ilra Wi, Chair/Teacher; Catherine R. Wygal, Vice Chair/Parent; Brooke Cadorette, Secretary/Parent; Elizabeth Zubkoff, Parent; Patryce Harris, Parent; Vatsana Bilavarn, Teacher; Beth Meyers, Teacher; Mary McAuley, Parent; Susan Baker, Parent; Christine Higgins, Parent; Gabriela Richards, Parent

#### Welcome/Roll Call

Mr. Wi called the meeting to order at 3:05pm. Mr. Wi remarked that the Council is responsible for the way the school moves forward. What happened has happened and is not on the agenda. Please keep in mind we are here for the children. We are going to discuss the selection process for finding a new Principal. Mary Campbell is the new Instructional Director for our school- she and her staff are here to guide us and they are doing a fantastic job.

#### Introduction of Interim Principal Judith Schear

Ms. Schear is retired and was a principal for 9 years all over the Valley. Ms. Schear will be with us through the end of the year.

#### Reading and Approval of Minutes

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

#### Committee reports

##### ART

Susan Baker

The committee is focusing on Art Night. We've spent a little bit of our budgeted money on posters and we are hoping to send out fliers in backpacks on May 19<sup>th</sup>. It's up on the website- maybe there can be a robocall to promote the event. We will also go to from classroom to classroom to promote it. 5<sup>th</sup> Grade will be selling food at Art Night. Projects include: Macbeth the Musical Comedy, American Revolution Film Project (Mr. Kinsey's class), Poetry Slam and Drum Circle, Polka Dot Art Installation, 30 Second Movie Project, Draw Teen Titans Go! Characters, Dance Party and Art Galleries. Ms. Baker will go to the next teacher's meeting to ask for teachers to participate. Creative Writing Prompts are being given away that night as well. There will be a check in table with local Arts information as well (Museums, Art Classes, etc.). There may also be a room to create art with materials we have on hand. Art Night needs volunteers night of to set up and run certain projects! Please spread the word. Ms. Bohorquez will lend her GoPro camera to do a time lapse video of the Polka Dot Art Project. Ms. Roosevelt used Signup.com for volunteers (attach the volunteer form for volunteers if needed). Earlier this month there was an Ask the Artist series with the artist, Peter Blindt, who did the mural in the kinder garden with Kinder and TK. Ms. Kachelon had questions regarding Arts curriculum and was referred to Mr. Wi, who is on the Curriculum Committee.

##### CAMPUS BEAUTIFICATION

Vas Bilavarn

Newly paved blacktop is finished. Striping will be worked on in sections. We want to organize a Don't Put it to Waste, Put it Around Your Waist Campaign to encourage less items in the Lost and Found. 5<sup>th</sup> Grade Mural will look to PFRD for funding.

##### GRANT WRITING

Valerie Wiesbrock

Dermatology grant is still being worked on- we may need to revisit this with administration changes. We need to demonstrate Sun Safety curriculum- Ms. Bohorquez is collecting this material from the teachers by May 12<sup>th</sup>. We feel like we have a good chance of getting it. We are not sure where the sun shade structure will go- need to coordinate with LAUSD about preferred vendors and who needs to approve where it will go.

#### **INTERVIEW**

Nothing.

#### **LITERACY**

Nothing.

#### **PFRD**

Mary McAuley

Currently PFRD is not allowed on campus. There are no meetings on property or events. We still need to decide where meetings will be held and where and if the Sock Hop will still happen. The structure of PFRD is still up for discussion. After School activities and Super School are still in flux.

#### **SAFETY**

Nothing.

Ms. Wygal wanted to know if the approved purchase of safety supplies was made. Ms. Ware noted there is a new C Train that was loaded with a bunch of supplies (it is out by Room 25). Teachers filled out a form a while ago and never got anything. Ms. Schear will check with Ms. McManus.

#### **SCIENCE/MATH/SOCIAL SCIENCE/GARDEN**

Jenifer Roosevelt

District 3 Fair was never scheduled so our kids didn't get to move forward with Science Fair Projects. There was a local district STEM fair where the students presented projects. All grade levels are working on their final unit of Science. The Committee raised over \$3K to repair the garden- irrigation, gates, etc. so that Enrich LA will now be able to come in. The committee would like to hire a Garden Ranger for the summer and will ask PFRD for funding. The Science Lab is being inventoried.

#### **STRATEGIC PLANNING**

Christine Higgins

Next meeting on May 10<sup>th</sup>.

#### **TECHNOLOGY**

Nothing

#### **WEBSITE**

Patryce Harris

Should Technology and Website committees be together next year?- TBD. TK has a grade level landing page and we are waiting on other grades. Lisa Rosenstein is now doing website updates. There is a place on the site for updates for fliers and calendar changes on the bottom right hand corner of the website. Please send Ms. Harris copies of everything that's going home in the backpacks so she can upload them to the website. Ms. Wygal suggests the website have a generic email inbox so it is easy to transition to the next person who takes it over.

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

Catherine Wygal

Met last night- they are working on the 5<sup>th</sup> grade activities for the end of the year. There is a picnic before Memorial Day, a 5<sup>th</sup> Grade dance, etc. Culmination is run by the 5<sup>th</sup> Grade- Ms. Abrams.

#### **NEW BUSINESS**

##### **Adherence to Bi-Laws/Governance Responsibilities (see attached)**

Mary Campbell

Ms. Campbell did receive an email from a member of the Council regarding edits to the Bylaws that were submitted- Ms. Higgins explains that when we did the Charter Renewal last year we drafted new Bylaws, the Council was given feedback, but the revisions were never submitted. The Bylaws we have are from 6 years ago. Ms. Campbell would like to highlight what was asked to be revised. The Riverside Drive Affiliated Charter has very specific requirements- all affiliated charters fall under

this- there is a District Bulletin policy- (refer to page 87 of Charter). In the Affiliated Charter template, there are areas that are non-negotiable components.

ELEMENT 4 (refer to handout)- The UTLA for site selection must be submitted with a waiver for site selection. The waivers that were submitted were a waiver for School Site Council and Governance Council and the second waiver was for Banked Time days (short Tuesdays). There is no waiver for site selection (selection of the Principal). All units of a Collective Bargaining Agreement- if we deviate from this we need a waiver. It is important to understand Ms. Campbell is working with the Superintendent to work through this. Our Local District Superintendent is giving a waiver for site selection. Because of this disconnect we are willing to move forward with the selection- the District is wanting to work through this process with this school. The next piece- in the Bylaws it outlines the Selection Committee (see Article IX of Bylaws). 1 Administrator- Mary Campbell will fulfill this position. School Administrative Assistant- Classified Staff; Teacher at same grade level (does not apply for Principal- so it will be a teacher); 1 Union Rep (Mary Johnson; 1 Parent Rep from Parents for Riverside Drive- technically your representative from that group is already on Governance. This talk will happen now or at a later date.

Adjunct Duties- The Interview Committee is NOT necessarily part of the Selection Committee.

Ms. Campbell will work us through this process and the process will be set up. The committee will not select the Principal. It does not work that way. The committee will go through a process- reviewing resumes and interview applicants and then submit three names to the Superintendent and the Superintendent will select the Principal.

Ms. Campbell will work with the Council to make sure that this is taken care of moving forward. Mr. Wi would like to thank the District for this opportunity and working with our school.

Ms. Meyers- Do the stakeholders elect who we choose? Do the teachers choose the teachers? Do the parents choose the parents? Etc. Second question- is there a list of people that the District gives us look at for potential candidates? Ms. Campbell thinks because of how our Council Bylaws are laid out- since our Council positions are elected- you may want to consider the constituents who serve their members. They should be elected by their group. The Council needs to have this discussion today. Ms. Campbell says there are specific guidelines that are required for hiring a Principal. A flier for the position is created and posted. Applications are screened. HR must validate if candidates are eligible. Then the process of screening and interviewing begins. Interviews cannot conflict with work hours and there is no compensation for this process. Ms. Schear points out that there must be alternates. Ms. Campbell does have a process so that alternates are involved throughout the process. There is also a confidentiality piece.

Ms. Bilavarn- as a member of the Council when do we need to vote- Mr. Wi we will decide that today.

Ms. Campbell- it is very important that everyone reflect and are comfortable with this process. It is important that we stand together.

Ms. Harris- LAUSD isn't presenting us with candidates? Ms. Campbell- candidates will present themselves and be verified through the District.

### **Principal Selection Committee**

Mr. Wi

We have in our Bylaws a composition of a selection committee- the Interview Committee is not part of the Selection Committee. The Committee should be 1 Administrator, 1 School Administrator, 1 Teacher, 1 Union Rep, and 1 Parent Rep. Ms. Morrison proposes the Teachers to choose the Teacher Rep and Parents to choose the Parent Rep- agreed by all members. Ms. Wygal- would like to know how long this process will take- Ms. Campbell explains she will train members, the position is posted for 15 days. We get applicants and read applications, interviews take between 45 minutes- 60 minutes. Mr. McAuley is thinks we should ask Non-Committee Members to leave while we select the Teacher and Parent reps. MOTION to take a 5-minute break to have teachers and parents select their respective representatives. MOTION APPROVED. The committee will take a 5-minute break to have council members discuss amongst themselves. Non-Council members were asked to leave the room during this break.

Selection Committee:

1 Administrator- Mary Campbell

1 School Administrative Assistant- Ripsime Arakelian ; Alternate: Angie Ware

1 Teacher: Beth Meyers; Alternate: Ilra Wi

1 Union Representative/Designee: Mary Johnson; Alternate: Elise Bohorquez

1 Parent Representative from Parents for Riverside Drive: Patryce Harris; Alternate: Valerie Wiesbrock

### **Closed Campus (see attached)**

Ms. Schear

The campus will be a modified closed campus.

Ms. Ware- A lot of people park out front- triple parked- it's so dangerous and staff gets blocked. Can this be addressed in the outgoing letter. Ms. Schear would like this to be separate issue or letter. Operations have been in communication with School Police and LAPD to ticket cars. Ms. Schear will ask to set up barriers in the bus zone in front of the school.

Ms. Bohorquez- is there a possibility of a traditional closed campus- what is the update on that? Traditional means the gates are closed and parents are not allowed on campus. Ms. Schear- we are transitioning from a wide opened campus to a traditional opened campus. It will be modified and make the campus a traditional closed campus by next year.

Ms. Wiesbrock would like to have a larger discussion about Safety. The police presence is having a huge impact. Consistency with the presence of authority is helpful. Ms. Schear says we also need parent volunteers.

Ms. Bilavarn- Drop off may alleviate parking concerns. Special Ed kids might need an exception. Ms. Schear will make corrections and address this in the handout to parents.

Ms. Harris- this letter looks like what we already do on campus.

Mr. McAuley- the letter doesn't feel that different- perhaps change the time that parents must leave to 7:56 (first bell).

Ms. Cadorette- can we get a crossing guard? Ms. Campbell explains it's a long process but we will look into it.

Ms. Ware- there was a time when no parents were on campus. This will work.

### **Unfinished Business**

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

Ms. Schear

The budget for next year has been communicated to the staff.

#### **LCAP**

Ms. Schear

LCAP is a document that Charter schools complete to align our funding with the District and State goals. A listing of monies that provide for salaries, maintenance, stuff and overtime. There are 8 priorities- LCAP shows how is the money spent to support these outcomes. The Council must be made aware of our expectations for the next 2 years. LCAP is due the second week of May. Ms. Schear is in the process of writing it.

#### **2017-2018 Governance Elections- Ad Hoc Committees**

Catherine Wygal

As of today, we have one candidate for five positions. Our deadline is Friday. Can we send out a robocall about it? Ms. Higgins says our bylaws say that we are 10-member Council- what is the makeup? Ms. Wygal explains that our next meeting is May 25<sup>th</sup> and our new members need to be at that meeting. Ms. Schear- is this low turnout typical? Ms. Richards explains that everything that has been going on at this school has been a huge distraction. We could have it at Art night? Or at a Pep Rally? PROPOSAL- to push elections to May 19<sup>th</sup> at a Pep Rally. APPROVED- Elections will be moved to May 19<sup>th</sup>. The next meeting

will hopefully have the new members. The Chair will be leaving the Board- the new Chair needs to be someone who has been on the Board for at least one year. Typically, it has been 1 teacher and 1 parent. Ms. Bohorquez- can we have co-chairs? Mr. Wi says that will be something we will need to vote on.

### Public Comment

Ms. Baker- How can we help our teachers with a closed campus? Ms. Schear says that we need to go through volunteer process to volunteer.

### Meeting Adjourned 5:25 pm.

### Action Log Summary

New actions this meeting:

- **Safety Committee:** Ms. Schear to check with Ms. McManus about the distribution of Safety materials to classrooms.
- **Technology and Website Committees:** Should the two committees be together for next year?
- **Governance Elections:** Moved to the Pep Rally on Friday, May 19<sup>th</sup>.

Carryover actions from prior meetings:

- **Science Committee and Art Committee:** meet to discuss future project based learning ideas.
- **Literacy Committee:** decide on the new Language Arts curriculum
- **Repair Rip in Screen for DADA assembly (Susan Baker and Brooke Cadorette):** talk to Pete about repairing the screen
- **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
- **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
- **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.
- **Keisa Doucette Outside Psychomotor Possibilities:** get proposals from YMCA and My Gym for possible Psychomotor Programs
- **Keisa Doucette:** get a proposal from fitness trainer/parent at RDCS for a Psychomotor program.

Completed since last meeting:

- **Science Committee Garden Request (Suzanne Griswold):** seek funding through PFRD