

**Riverside Drive Charter School  
Governance Council Meeting Minutes 8/29/18**

**Attendance**

**Present:** Barbara King-Wilson, Caryn Burkhart, Erin Haynes, Nicole Harris-Johnson, Heather MacLeod, James Becher, Jenni Sawin-Gerdes, Julia Olsson, Kris Nevills, Pearl Newton, Robin Adler, Jenifer Roosevelt, Teresa May

**Absent:** Sybil Azur

**Reading and approval of Minutes of the Last meeting**

It was decided that Ms. Olsson would take notes in place of Sybil for this meeting.

Everyone reviewed the minutes from the May 2018 meeting. There was a motion to approve minutes from the May 2018 meeting by Barbara King Wilson.

All in favor: 9

All Opposed: 0

Motion Approved.

**Voting Rules Explained**

Barbara explained rules regarding alternates not being allowed to vote but that they need to attend meetings.

**Replace Chair**

Ms. Haynes discussed that we need to replace a chair member. She explained that this person needs to be on their second term. She read the rules of how to replace. If Ms. Roosevelt takes over being a regular member (not an alternate), we would need a Teacher alternate.

Barbara King Wilson nominated Nicole and herself as co-chairs.

Motion made that Barbara King Wilson and Nicole Johnson are co-chairs.

All in favor: 9

All Opposed: 0

Motion Approved.

Ms. King Wilson said we now need a vice chair. Teresa May asked for clarification about duties of vice chair. Ms. King Wilson explained how this position works. Ms. Haynes discussed the duties of a vice chair.

Kris Nevills nominated herself for Vice Chair. Ms. Nevills asked if the executive meeting could be on a different day than Wednesdays due to childcare issues. She would like the Executive meetings to be on a Thursday or a Tuesday.

Ms. King Wilson suggests that the Executive committee could meet on Wednesdays after the regular meeting. Ms. Haynes read the rules to discuss how to handle executive meetings.

They decided that if Ms. Nevills is Vice-Chair, that they could make the meetings alternating and utilize e-mail and other means in order to fulfill requirements.

Ms. King Wilson made motion to elect Ms. Nevills as Vice-Chair.

All in favor: 9

All Opposed: 0

Motion Approved that Ms. Nevills is Vice-Chair.

Ms. Nevills made motion to nominate Ms. Burkhart as Parliamentarian.

All in favor: 9

All Opposed: 0

Motion Approved that Ms Burkhart was confirmed as Parliamentarian.

Ms. Haynes brought up that meeting dates have been the 4<sup>th</sup> Wednesday of every month. Asked if we are all good with keeping it that way. She checked the calendar for conflicts. February 27<sup>th</sup> would have a conflict with Parent / Teacher meetings but it was decided that February 27<sup>th</sup> would still work.

The meeting dates are set as follows (all on Wednesday)

Sept 26, Oct 24, Nov 28, Jan 23, Feb 27, March 27, April 24, May 22

### **Formation of Interview committee**

There is a special education vacancy

Ms. Haynes asks for nominees to form this committee.

### **Halloween Parade Policy**

Ms. Haynes discussed Halloween Parade and Policy. She presented the same policy from last year. All members read policy sheet for the parade. Ms. Haynes said that music for parade is all instrumental (no lyrics or content issues).

Ms. Harris-Johnson made a Motion to adopt Halloween parade policy and only instrumental music.

All in favor: 9

All Opposed: 0

Motion Approved

### **Computer Lab & Instructional Aid**

Ms. Haynes discussed Computer Lab Instructional Aid position. They have not received many qualified candidates for Computer Lab position. Ms. Haynes explained to Ms. Burkhart what the lab position duties are. We have 2 positions to fill. (each person does 3 hours a day). They need to keep it 3 hours to keep them a part time employee (not full time).

### **Budget Update**

Ms. Haynes discussed Teacher Copy Code how supervision aid has been helping make copies. We discussed options for how to manage copies since the Supervision aid does not have enough time to make copies every week.

Three different options were given to how to manage copies for classes.

1. Supervision Aid
2. Teacher make copies
3. Parents make copies

Ms. May asked if parent volunteers would need to have fingerprinting done to be a copy volunteer. Ms. May said she thinks that parents would want to help fill this position and that we could easily get volunteers.

Ms. Burkhart and Ms. Sawin-Gerdes said that as a teacher it is too difficult to make their own copies. Discussion between members regarding copies and position. Ms. Nevills said that classes should not have specific days planned for copies since that is unrealistic. It was suggested that we needed a person for 2 hours a day dedicated to copies.

Ms. Haynes said a system needs to be put into place for copies so people are honest and copies are done first come first serve. (correct order, etc.)

Ms. Lamel-Adler asked if having personal printers per room would work for the teachers. They said it would be helpful in some cases but for large jobs it would be too slow.

Ms. King Wilson asked when the Toshiba training would be and for how long is it. Ms. Haynes said Toshiba could come out very soon for training. Discussed offering printers to each teacher and having parents donate towards ink.

Ms. King Wilson suggests using the Supervision Aid and also asking for parents to train and do copies. Ms. Haynes will contact parents about needing a volunteer.

Ms. King Wilson made a motion to keep Supervision Aid as well as find parent volunteers to make copies. Copy times would be 8AM-10AM. And 3-4 in the afternoon.

All in favor: 9

All Opposed: 0

Motion Approved

## **Committees**

Ms. King Wilson discussed all committees and explained what each does.

Arts Committee –

Grant writing

Positive Behavior / Attendance Committee

Safety

Campus Beautification

Science Committee

Strategic Planning / Curriculum

Technology

Elac

Ms. Macleod asked if we could have animals on campus. She wanted to know if parents volunteered could do the work to keep animals. Ms. Sawin-Gerdes said that having live animals is not a good idea. Ms. King Wilson agreed that it is not a good idea at the moment but maybe once other things are in place. Mr. Becher said that animals would be a good idea and could encourage volunteering. Ms. Roosevelt said she likes the animals but mentioned the troubles that would arise.

Ms. Hayes suggests getting garden up and running first and then animals.

## **Public Comment**

Ms. Olsson (for Sybil who was absent) asked if we could form a Green Committee for Sustainability. Ms. King Wilson said we can't add a committee but it can be a sub committee under Campus Beautification.

Ms. Haynes said that we need more information before we vote on if it can be a subcommittee for campus beautification.

Ms. King Wilson said our librarian said that the library is going great. We will need some parent volunteers for the library. We will request vetted parents to volunteer in the library.

Ms. Nevills mentioned the motto for Strategic Planning committee. There are 2 mottos. Questioned our motto "Learn like a Champion." Suggested that it should be Champions (plural). She said that our motto should include START.

Ms. King Wilson said we could have 2 mottos. (Where Great Minds START). And we could include on the marquee and the website.

Meeting was adjourned 4:25 so all members could sign up for committees.