

**Los Angeles Unified School District**  
*Woodland Hills Elementary Charter for Enriched Studies*  
**Governance Council**  
**AGENDA**  
**September 29, 2016**

No.	Item	Member Title or Name
<b>I.</b>	Welcome / Call to Order	Chairperson
<b>II.</b>	Flag Salute	Administrator
<b>III.</b>	Roll Call/Approval of Minutes from May	Secretary
<b>IV.</b>	Item 1- Membership and Meetings	
	a. Introduction to New Members	
	b. Overview of Brown Act	
	c. Election of Officers- waiver to keep same membership as SSC and one combined election	
	d. Operating Norms- Agreement	
	e. Agreement on Meeting Dates for School Year 2016-2017: 10/27, 12/1, 1/26, 2/23, 3/30, 4/27, 5/25	
	f. Vote for Charter Renewal for Next Five Year Term	
<b>V.</b>	Item 2- Review of Approved Budget for 2016-2017: 3724-Charter School Allocation in Lieu of EIA (IMA) 3723-Charter School Blk Grant: Teacher Assts, CSR Teachers Textbooks, IMA including FEDEX for EngageNY, Potential Funding Variance, Gifted Program (Psych Time, Materials, Conferences, Parent Workshops, Differential), Teacher X-Time for After-School Tutoring Program, Teacher Training Rate for Teacher Planning and Continued Training on the Writing Program	
<b>VI.</b>	Item 3- Data Analysis: CAASPP/SBAC Results, School Report Card, Beginning of Year DIBELS / TRC, Attendance- Trends/Implications	
<b>VII.</b>	Unfinished Business- N/A	
<b>VIII.</b>	New Business	
	a) Approval of Minutes from May 2016	
	b) Safety Committee update – newly approved Safe School Plans Volumes 1, 2, 3; Student Code of Honor- home school compact	
	c) Curriculum/PD Committee update- Parent University and Teacher University; Tuesday Tutoring and Leveled Reading	
	d) Technology Committee update- Chromebook Carts; iPads for teachers and TRC kits; tenmarks for fourth grade	
	e) Vertical Team update	
	f) Budget Committee update	
<b>IX.</b>	Announcement	
<b>X.</b>	Public Comment	
<b>XI.</b>	Adjournment	
	Date of Next Meeting: <u>10/27/2016</u>	
	APPROVED BY: Chairperson and Administrator	

Persons wishing to add agenda items should contact the school no later than three days before the meeting or sign on the speakers list at the beginning of the meeting. Speaker is limited to two minutes and no more than three speakers each meeting.

Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting by calling Woodland Hills Elementary CES at (818) 347-9220

*Woodland Hills Elementary Charter for Enriched Studies*

Governance Meeting  
Thursday, September 29, 2016

**WELCOME/CALL TO ORDER:** The meeting was called to order by Bruce Wright, Parliamentarian, at 3:35 pm in Room 20.

**FLAG SALUTE:** Bruce Wright, Parliamentarian, led the Flag Salute.

**ROLL CALL** by Lynn Homsy, Secretary

**QUORUM:** There were 10 members, 10 voting members present: Lynn Homsy, Catherine Gairdner, Bruce Wright, Antoinette Brusca, Scott Schugel, Michele Cohn, Michelle Levy, Terri Ivens, Harold Henderson, and Georgia Weir.

**REVIEW OF MINUTES:** Lynn Homsy reviewed the minutes of the Governance meeting of May 26, 2016. Harold Henderson made a motion to accept the minutes as read. Georgia Weir seconded the motion.  
In favor 10, opposed 0, abstained 0.  
The motion passed-Yes.

**BROWN ACT:** Bruce Wright provided an overview of the Brown Act.

**OPERATING NORMS/AGREEMENT:** Reviewed and placed in binder.

**PARENT ELECTION:** The election was held September 15, 2016 and was led by Parliamentarian Bruce Wright. Michelle Levy and Georgia Weir were unanimously elected to represent the parents on SSC.

**STAFF ELECTION:** Held on Sept. 15, 2016, Michele Cohn was elected to fill the open spot to serve on the SSC.

**SUPPORT STAFF ELECTION:** An election was held on September 26 at which Lynn Homsy was unanimously elected to represent teacher aides on SSC.

**COMMUNITY MEMBER PARTICIPATION ELECTION:** The board voted to allow Terri Ivens and Kimberly Samson to serve on the board as Community Members.

**SSC OFFICERS ELECTON:** Bruce Wright made a motion to accept the same officers that were elected for SSC. Lynn Homsy seconded the motion. In favor: 10, opposed: 0, abstained: 0. The motion passed. At the SSC meeting Antoinette Brusca nominated Harold Henderson to serve as Chairperson and Terri Ivens seconded the nomination; Scott Schugel nominated himself as Vice Chairperson and was seconded by Lynn

Homsy; Bruce Wright nominated Lynn Homsey for secretary and Terri Ivens seconded; Cathy Gairdner nominated Bruce Wright to serve as Parliamentarian and Lynn Homsey seconded the nomination. All nominations were unanimously elected, including:

Chairperson – Harold Henderson, parent

Vice- Chair – Scott Schugel, staff

Secretary – Lynn Homsey, staff

Parliamentarian – Bruce Wright, staff

Additional Members of SSC for the school 2016-17 year include:

Parents – Terri Ivens, Michelle Levy, Georgia Weir, Bernardo Lopez, Kimberly Sampson

Staff – Antoinette Brusca, Cathy Gairdner, Michele Cohn

**MEETING DATES FOR THE 2016-2017 SCHOOL YEAR:** Bruce Wright made a motion to set the following meeting dates for this school year to be held in conjunction with SS: October 27, December 1, January 26, February 23, March 30, April 27, and May 25. Michele Cohn seconded the motion. In favor: 10, opposed: 0, abstained: 0. The motion passed.

**REVIEW OF APPROVED BUDGET FOR 2016-2017:** Antoinette outlined the school budget. An extra class size reduction teacher (Christina Demerchian) was hired to teach 5<sup>th</sup> grade in addition to the extra 4<sup>th</sup> grade teacher that was previously hired.

We have five grade level aides. PATT paid for the six kindergarten aides plus a PE assistant.. Next year aide salaries will go up (to \$18,000-\$28,000 a year because the district has granted them health benefits. They need to be continuously enrolled with 12 units at year's end. We could reclassify them as supervising aides. Bruce reported that charter-funded STEAM is going well and is very successful. It is done once a week using robotics and coding. It is hoped that more kids will enjoy it and apply it to Hale Middle School. This year the state science test will be given online as a pilot test. Chromebook carts are coming soon. We negotiated with downtown and every class in grades 3-5 will have their own cart by December and every class K-2 will have a pod of six.

**CHARTER SCHOOL ALLOCATION;** Im lieu of EIA (IMA)

**CHARTER SCHOOL BLK GRANT:** Teacher Assistants, CSR Teachers' Textbooks, IMA for Engage NY, Potential Funding Variance, Gifted Program (Psych time, Materials, Conferences, Parent Workshops, Differential), Teacher X-time for After-school Tutoring Program, Teacher Training Rate for Teacher Planning and Continued Training on the Writing Program. Antoinette explained that we are saving on copying costs for Engage NY so we can put more money towards Teacher X-time. We have hired the librarian on a full-time basis.

**DATA ANALYSIS:** CAASPP/SBAC Results, School Report Card, Beginning of Year Dibels/TRC, Attendance – Trends/Implications

UNFINISHED BUSINESS: N/A

S176TEACHER PD on CELDT and STANDARDS; S536-\$0: Antoinette Brusca announced that ELAC delegates have the authority to make recommendations to SSC. The designee is teacher Karen Schiffman who has no recommendations at this time. \$112?????

DATA ANALYSIS: CAASPP/SBAC RESULTS, SCHOOL REPORT CARD, BEGINNING OF YEAR DIBELS/TRC, ATTENDANCE-TRENDS/IMPLICATIONS: SBAC test results.

SAFE SCHOOL PLAN / SAFETY COMMITTEE UPDATE- Antoinette reported that the plan is reviewed monthly along with drills conducted and analyzed. Part I outlines how to plan for an emergency and includes practice drills (fires, earthquakes, gas leaks, etc.) Part II outlines what will be done and who is responsible. APE Judy Carrillo or Gillian Baldocchi will replace the principal if she is not on campus. They will communicate with outside agencies and keep track of students and adults on campus. The public information officer is Antoinette or Amy Siro; they will stick to a prepared script. Jose Perez is Safety; Planning and Intelligence is Bruce Wright and Elena Phillips; Logistics is Charlotte Elberfeld and Noelle Lovewell who will both work with Jose regarding equipment; Assembly areas is Lisa Izutsu and Toni Kent. A daily list of student absences is kept in the office. Search and Rescue goes door to door with triage tags, fire extinguishers, etc. Part III is what happens after the crisis/how to recover, i.e. crisis counseling. Antoinette Brusca made a motion to accept the Safe School Plan, Harold Henderson seconded. In favor: 10, opposed: 0, abstained:0. The motion passed.

TECHNOLOGY: The STEAM program combining robotics and coding is going well. The sessions are held one time per week and it is hoped that students will like it and continue with it in Hale Middle School. This year the state science test will be online as a pilot test. Chromebook carts are coming soon. We negotiated with downtown and every class from 3-5 will have their own cart by December. Every K-2 class will have a pod of six.

CURRICULUM/PD COMMITTEE UPDATE: Elementary and middle school teachers met at Taft HS for a professional development day.

CHARTER: A discussion was held regarding whether our school should remain a charter school. Bruce noted that the teachers want to continue with it. Downside of leaving is that we'll lose money and cut hiring, upside is we will be able to take all the local children and open spots for a lottery. We now have 20-30% permitted students and are getting high quality kids. This isn't a good time to lose funding because there are threats of cutting staff. PATT also has more restrictions on fund raising so money is tighter. Booster clubs are starting to be audited. Bruce asked if there were more questions. We are slated to have the application done by November so we can be on the board's agenda by December. A vote was made by the board to renew the petition

and write it this year. Scott Schugel made a motion for WHECES to remain a charter and renew our petition. Harold Henderson seconded. The vote was made: In favor: 10. Abstained: 0. Opposed: 0. The motion passed unanimously.

**HAZARD COMMUNICATIONS PROGRAM:** Because of unsafe ingredients in such items as white out and antibiotic products, Antoinette explained that they will no longer be allowed on campus to ensure that there are no hazardous materials on the school site. Bruce Wright made a motion to accept the plan as outlined, Terri Ivens seconded. In favor: 10, opposed: 0, abstained: 0. The motion passed.

**INJURY AND ILLNESS PREVENTION PROGRAM:** Antoinette outlined the program. If there is an accident on campus which we have to investigate, we will review patterns and hazards. Terri Ivens made a motion to accept the plan. It was seconded by Scott Schugel. In favor: 10, opposed: 0, abstained: 0. The motion passed.

**REVIEW SPSA:** Reviewed SPSA and LCAP, a written version is located in the main office.

**REVIEW HOME/SCHOOL CONTRACT/RESPONSIBILITIES AND EXPECTATION:** Antoinette reviewed the Code of Honor/Pillars of Character which includes a dress code, yard rules, hallway rules, and consequences for poor choices. This pledge is sent home at the beginning of the school year to all families. Harold Henderson made a motion to approve the plan. Georgia Weir seconded. In favor: 10, opposed: 0, abstained: 0. The motion passed.

**ANNOUNCEMENT:** – N/A

**PUBLIC COMMENT:** - None

**MOTION TO ADJOURN:** At 3:35 pm, a motion was made to adjourn the meeting by Bruce Wright, seconded by Scott Schugel. The motion carried-Yes. The next meeting will be October 27, 2016.

Respectfully submitted by,  
Lynn Homsy, Secretary, 9/29/2016