

Hawthorne High School

Faculty Advisory Committee Meeting Minutes

January 11, 2011

In attendance:

For CVSTA Tania Cabeza, Pedro Martinez and Tali Sherman

For Administration: Mark Newell

I. PA:

FAC Reps reviewed the previous meeting notes and current state of situation.

-As discussed during the last FAC the PA **continues** to be overused. Yelling throughout the passing period is not helpful and sends the wrong message. Teachers do not utilize the passing period to conduct class business. Also, random sports announcements to release students and birthday wishes are unnecessary class interruptions that must be avoided. Reps asserted that the **ONLY** time the PA should be utilized in cases other than emergencies is during the first few minutes of the extended period following nutrition. This is the only class that has additional time built in for announcements. Release times for sporting events should be distributed to teachers via email along with team rosters of eligible players. Students/teachers can be responsible for monitoring release time, rather than interrupting thousands for the benefit of a few.

-Unsupervised students should not be making announcements and all announcements should be written and pre-approved by admin.

Administrative Response: *Newell stated he believed that there has been some improvement with Martinez's use of the PA in regards to the "randomness" of his use and he will continue to work with him on further improvement. In regards to sports announcements, he agreed to speak to Mr. Swain about the new soccer coach in particular, in order for him to email teachers a roster for student dismissals. He agreed that the PA should only be used in the time allotted after nutrition and not during period 6. In addition, Newell commented that the daily PA announcements are read over and approved by administration.*

II. Tardy/Detention Policy: Per last meeting, Dr. Newell will provide more information at this FAC meeting. He will provide the staff with details on when sweeps occur, why 16-3 is not being staffed, consequences for students who do not attend detention within the required time. He will also present the tardy policy to FAC and will provide clarification on the process. He admits the long wait period between being assigned detention and actually serving detention makes the system ineffective. He will present a summary of his discussion with deans about the lag between students getting detention and serving it.

Overview of issues: Suggestion that the tardy sweep system will work more efficiently if teachers don't have to wonder whether or not someone's going to be in 16-3 when they send tardy kids to that room. This anonymous teacher is no longer sending kids there because she can't remember which periods t-sweeps happen versus which ones don't have t-sweeps. She's sent kids to 16-3 too many times only to have them return saying that they knocked but no one is there. Students are given weeks, if not months, to serve an assigned tardy. Our FAC asked, "How is this an effective deterrent to being tardy?"

Administrative Response: *Newell admitted he did not get around to communicating with the deans on any of the aforementioned issues and will do so ASAP.*

III. Parent Center: Per last meeting, Newell stated that he'd be prepared to address this issue. FAC would like a final decision.

Overview of issues: On the reaching out note, what is the status of the Parent Center? How are we connecting to families and the community to help us in the classroom? As a specific example of the necessity of this, I had a student ask me why I called her mom. I explained that I was concerned with her work in class (she's failing) and her attitude towards math (she doesn't believe she will ever need it). She said her mom didn't care. She showed her mom her homework. Her mom couldn't understand it, said "whatever," and that was that. It is incredibly difficult to teach a student with this lack of support outside of the classroom. According to the School Action Plan, there are funds for a part time parent center coordinator, but yet no one has been hired. This will also be something needed for WASC.

Administrative Response: *Newell discussed with FAC that he is looking in to a grant that will be supplemented by school funds to hire a part time coordinator for the parent center. This is a work in progress. He will have an update at the next FAC meeting.*

IV. Security: FAC was looking forward to Newell's report on his discussion with security on concerns raised and plans to address them.

Overview of issues: Security needs to patrol the 7, 8 and 9 buildings, especially after lunch in the third block. Groups of students WITHOUT passes are roaming around these buildings, yelling, using profanity and making out in the hallways. Teachers never see any of them with passes and do not see security patrolling during this time period. The making out is also out of control around the 17 bungalows and between buildings 20 and 21 during lunch. This has already been brought up to administration but nothing has changed.

Administrative Response: *Newell shared that he did discuss this with the head of security in order to reassign some security staff. He will revisit this issue with security and follow up with FAC as to the exact course of action taken to rectify this situation.*

V. Faculty Cafeteria: Newell was to provide FAC and all staff with keys to the faculty cafeteria/faculty restrooms following the last meeting.

Overview of issues: The door is often left locked and teachers still have not been provided with updated keys despite Knapp's promise back in September that they would. This is a place teachers use for the restroom and to eat/meet with colleagues during their duty-free lunch and prep periods. What is the point of having it if it cannot be accessed?

Administrative Response: *Newell shared that he discussed this with Mr. Knapp and communicated to the issue to him. He will let the staff know about distributing new keys/changing the lock on the entrance door in order to allow teacher access.*

VI. Custodians: At the last FAC meeting, Newell told reps he'd speak with Knapp regarding weekly building checks and supervision of custodial staff. FAC would like to know the outcome of that discussion.

Overview of issues: Janitors in the 4 and 9 buildings needs to be supervised or work spot-checked. Trash remains on floor after "sweeping". Will rooms ever be cleaned as Mr. Knapp and Mr. Hacker indicated at beginning of year with desks removed and floors mopped? Floors in the 19 building have also not been mopped since the summer.

Administrative Response: *Newell shared he communicated this with Mr. Knapp and since then he believes Knapp has been conducting weekly inspections. Newell agrees that classrooms are not being mopped. He will speak with Hacker about his promise at the start of the year that weekly deep cleaning would occur.*

VII. Custodian on East Side of Campus: FAC Reps addressed this issue for first time.

Overview of issues: Faculty wants custodians to avoid wheeling carts back and forth during the last two periods of the day. One janitor wheels his cart by (and stares into the class and fusses with the barrels) at least 4-5 times during the last two periods of the day. FAC asked about the start time for janitors and if they can clean without rolling carts back and forth DURING class. Teachers ask that custodians not cross teachers' doorways unnecessarily.

Response: *Newell will discuss this with Mr. Knapp.*

VIII. West Side Drive Way to Parking Lot: FAC Reps addressed this for the first time.

Overview of issues: FAC asserted to the principal that the driveway lip over by the Bally's gate needs to be widened so that vehicles turning into the driveway don't have to jump up over the concrete curb when someone else is exiting the driveway at the same time. We fear this will just get Mark Knapp to shut the west parking lot for good (he's mentioned that he was thinking about it). We've asked that they PLEASE don't stop letting teachers park in the west lot. That would be absurdly inconvenient for everyone who teaches over on the west side of campus. Teachers need to be able to safely enter the driveway without the threat of scraping them/knocking off their rear view mirrors as they enter and exit.

Administrative Response: *Newell will discuss possible solutions with security such as placing a security guard there to keep parents from driving in and out of the back lot. He will report to FAC at the next meeting in regards to a solution.*

IX. Deadlines: FAC advocated for administration to establish grade and attendance deadlines in a timely manner. Teachers should not be expected to turn in signed attendance documents at a moment's notice. This is unprofessional and impractical considering the time constraints teachers have in completing those tasks (during prep periods only). Grade submission deadlines should be after school and not in the middle of an instructional day. Deadlines that imply that a day of instruction does not matter send the wrong message.

Administrative Response: *Newell will notify Mr. Martinez and Ms. McDonald that teachers are to be given ample time (at least 24 hours/one prep period) to verify, sign, and return attendance packets. He will discuss standardizing the timeline for packets being distributed and deadlines for return, rather than having it occur randomly, as has been the case to date. Newell also ensured FAC that final semester grades will be due Monday, February 7, 8am in order to give teachers time to finalize grades.*

X. Saturday School: Per last meeting, Newell is to provide FAC (and teachers) with a written outline of all Saturday School logistics including schedule, content, and consequences for not attending. FAC/Newell to review this at this meeting.

Overview of issues: Again, teachers are receiving mixed messages about Saturday school. Administration states that Saturday School is academically effective, yet there has been no schedule or details communicated to teachers about it. Teachers are going by student comments and they repeatedly state that Saturday School is fun and it is actually encouraging kids to refuse to serve detention.

Administrative Response: *Newell admitted to not following up with this and ensured FAC that he will provide teachers with information regarding Saturday School by the next FAC meeting.*

XI. Gates/parking lot: FAC asked whether it would be possible to make sure that at least one of the gates in the fence on the east side be unlocked by 7:15 or so. Many of us teachers get here before 7:30 and it is unnecessary to have to park in the front of school and walk all the way to the back just because the gates aren't open. It also takes up needed spaces at the front of the school. In addition, parking gates need to be opened and secured fully and in a timely manner. Partially opened gates are dangerous and impede the proper flow of traffic into and out of the lots.

Administrative Response: *Newell will discuss this with security and report back at the next FAC meeting.*

XII. SART: Teachers reported to FAC that they have recommended students for SART, yet they have received little or no communication about consequences for these students. Students that have been SART'd continue to be a truancy issue with no consequence. If there is a consequence it has not been communicated to teachers.

Administrative Response: *Newell will discuss the SART process with Mr. Martinez and communicate outcome with teachers ASAP.*

XIII. Heater/AC Unit: FAC mentioned that a teacher needs to get her heater and air condition fixed ASAP in building 23. They are allegedly working on it.

Administrative Response: *Newell will discuss this with Mr. Knapp. It would also help if anyone experiencing this problem would email Dr. Newell with the exact room number.*

Next FAC: Tuesday, February 8, 3:05pm