

Hawthorne High School
Faculty Advisory Committee Meeting Minutes
March 15, 2011

In attendance for CVSTA: Tali Sherman and Tania Cabeza; for Administration: Mark Newell
Meeting began at 3:05pm

Faculty Advisory Committee is comprised of a group of elected CVSTA members whose responsibility it is to meet with the site principal once a month to bring issues and concerns of the staff to the attention of the Principal with the hopes of addressing and resolving said issues. Whether one staff member or all staff members express concern on each agenda item, it is FAC's duty to present it to the site Principal and his/her duty to address it. The following are concerns that were submitted to FAC for the March meeting and/or issues addressed earlier but never resolved by the Principal.

I. CAHSEE:

A. **CENTRALIZE THE INFORMATION:**

FAC: Information was too spread out over too many different places (emails, intercom announcements, personal visits, hard copies, attachments). Information needs to be more centralized, so that we can hold on to one document and know that everything we need to know is in there. Such lack of information communicates lack of planning and preparation by administration.

FAC suggested back in October that a teacher committee should be formed early on to work with admin on planning the schedule for testing days. FAC also specifically requested that room assignments, schedules and daily instructional plans be provided to teachers with ample time to review PRIOR to the test date. Both requests were ignored and all pertinent info was instead provided to staff days, if not hours, prior to testing.

Response: Dr. Newell listened to these concerns and stated that he will take them into consideration for the implementation of CSTs. He also admitted that there was lack of administrative preparation in the planning of non-tester activities.

B. Non Tester Activities:

FAC: The lack of preparation regarding non-tester activities only communicated that administration **does not value instructional time** as they chose to waste two full school days for the majority of the campus. To attempt to communicate logistics such as: release times to gym, rosters, classroom assignments, classroom keys, test prep materials, one-two days before implementation is careless and incompetent. It resulted in students, parents and teachers being unclear on logistics, more than one teacher being assigned to one room, some teachers being assigned to lead non-testers while proctoring, and general confusion and chaos. Testing rooms and non-testing rooms were placed next to each other causing constant foot traffic and noise since each was had different schedule for the day. Moreover, teachers with non-testers were provided with a few dozen test prep questions to cover 5 hours of instruction.

Response: Dr. Newell believes that administration will be able to plan CST's in a manner that does not interrupt or interfere with instruction.

C. Ed Code Violations Regarding Attendance:

FAC: Since teachers were told to take roll only once, in the morning, those students who showed up for the morning session but then played hooky after the break and lunch were still counted as "present" even though they were truant for full blocks of time. Roll should be taken each time a period starts to limit liability for the teacher and school and to ensure accurate collection of ADA. There were classrooms that were completely empty after the breaks since students did not return after lunch or the second day of testing. When this was brought up as a potential issue during the Thursday faculty meeting, Mr. Martinez quickly and rudely dismissed the concern.

Again, this is just evidence of lack of preparation. How does administration expect teachers to feel comfortable with voicing concerns and building rapport when the result is a public scolding?

Response: Dr. Newell did not yet have knowledge of total ADA for CAHSEE testing days in order to comment on this. He had no comment on Mr. Martinez's response to faculty concerns.

II. Unprofessional Administrative Behavior:

FAC: Mr. Martinez should not slander teachers by telling security that a teacher lacks classroom management especially if Mr. Martinez has not completed a formal evaluation of the teacher. Even if he has, it is still defamation of character which is unwise and illegal, not to mention unprofessional. This is not the only case of this administrator sharing private personnel issues inappropriately.

Response: Dr. Newell stated that he was not aware of this and will communicate these concerns to his administrative team.

III. Suspensions

FAC: Teachers are aware that there is pressure from the district to minimize student suspensions in order to prevent loss of ADA. Yet, this is having an effect on school the school culture and student learning. For example, a one day suspension or a class/teacher change are typical consequences for students fighting in class or the locker room. As a result, the data will show that suspensions and expulsions have gone down, but what it will also show is a lack of academic growth. This also places the district in unnecessary litigious situations where the school can be sued for serious injuries as a result of classroom fights.

Response: Dr. Newell had no response to these faculty concerns.

IV. Saturday School

FAC: Teachers have STILL not receives any information about Saturday school despite promises by Newell since the FAC first requested it three months ago.

Response: Dr. Newell provided FAC with a summary of content areas covered during Saturday School (see attachment). He will communicate with the deans to see if there is a way teachers can receive a roster of those students receiving letters to attend Saturday School and an actual roster of those that did attend the week following. Teachers can therefore support administration in communicating to students the importance of attending. By next FAC, Newell has promised again to provide details as to consequences for students not attending or not completing assignments while at Saturday school.

V. Tardy Policy

FAC: Teachers have STILL not received any information about the tardy policy despite promises by Newell since the FAC first requested it three months ago.

Response: Dr. Newell understands the first block of the day is the one most affected by tardies and again promised that he will communicate to administration that the policy will need to be revised to include teacher input as to possible solutions.

VI. Cell Phone Policy:

FAC: After discussion on this item at the last FAC, Newell assured us that the policy written in the student handbook would be firmly followed. However, phones are being returned to students on the first offense WITHOUT a parent present or parent contact in violation of the school policy. FAC would like an explanation by Newell for this lack of follow through.

In addition, why is a secretary and not an administrator still responsible for collecting, logging and returning phone? Shouldn't this be handled by a dean or the administrator responsible for discipline? Wouldn't students take the issue more seriously if they had to approach an administrator?

Response: Dr. Newell claims that NO cell phones are being returned to students without a parent present or an administrator speaking to a parent, as he stated in previous FAC meeting.

VII. PA overuse

FAC: Despite promises by Newell that announcements would only be made during the extended period after nutrition, instructional time is still impacted with announcements throughout the day for ASB, teacher meeting information and sports team dismissal. FAC would like a simple answer from Newell as to whether or not he plans on addressing the concerns of the staff.

Response: Dr. Newell believes that this issue has improved and is a work in progress.