

# Lawndale High School

## Faculty Advisory Committee Meeting Minutes

### January 31, 2011

#### Attendees

CVSTA Representatives Present: Paolo DeGuzman, Katie Frank, Kelly Henderson, Erika Magana, Erica Harbison, Hoang Mai  
Absent: None

Administrators Present: Joseph Guidetti  
Absent: Dawn Nelson, Angela Fajardo, Kelly Santos

#### Meeting Time and Place

Scheduled for Monday, January 31, 2011 from 3:15pm to 4:15pm in the Principal's Office.

Meeting began at 3:15pm and ended at 4:20pm

### MINUTES

#### Old Business:

##### 1. Directing traffic flow in the morning:

Is it possible to have parents cut through the construction in the morning to ease the flow of the morning traffic on the Inglewood side? Guidetti: This could be a safety issue during construction. He will speak with foreman to see if we can get access through so that the morning traffic flow will exit through the Marine gate.

##### 2. Security officers:

- a. FAC: Incident with a stolen cell phone in class; security was called and stated that they are no longer able to search students for stolen items in class.
  - i. Guidetti: Admin must be present during the search.
- b. FAC: Also knowing who security is on campus. Change in officer Reyes' schedule.
  - i. Guidetti acknowledged that afterschool safety complaints with lack of security presence prompted the shift in Officer Reyes' hours. Staff was not informed due to lack of staff meetings, maybe overlooked by the admin and security team. It will be a good idea to introduce the security team and details of their posts.

##### 3. Riding bikes/skateboards during school hours:

- a. FAC: What is the admin's view on the use of bikes, skateboards, etc by students and staff?
  - i. Guidetti: Teachers can do some things that students cannot. As far as he knows, students have an issue because of the imbalance in fairness between students and teachers. As far as safety, as long as students are not in danger. In his perspective, having teachers on bikes, skateboards, etc to expedite their travel time across campus, he doesn't see a problem with it. Unless a staff member is concerned about being protected from safety when on a bike, skateboard, etc.
- b. Guidetti does have an issue with teachers driving their cars on campus while students are present since it poses more of a risk and liability.

##### 4. Trash on campus:

FAC: Since the last meeting, the trash issue has been improved due to the new benches located throughout the campus.

##### 5. Copy room access in the CCC not available during the early morning

- a. FAC Suggestions: have a CCC key available in the office in case no secretary, admin, or security is available. Or, re-key the CCC so that any teacher can unlock it.
  - i. Guidetti: teachers can email any concerns like this.

- b. FAC clarification of copier use: no students, ASB students, or AVID tutors should be using the copy machines.
  - i. Guidetti: It has been observed that students using/mistreating the copiers tend to cause more issues and copier break-downs than copiers solely used by staff.
  - ii. FAC Suggestion: Admin sends an email to all staff to remind staff that students are not allowed to use the copiers.

**6. Remove teacher personal emails and teacher cell phones from ConnectEd**

- a. Guidetti should be able to remove and edit the ConnectEd lists. There should be separate lists for teachers and students. Teachers should continue to email Guidetti if they're still receiving calls or emails from ConnectEd. Guidetti will see if Dr. Nellman can edit these lists.

**7. Library access**

- a. **FAC: What are the hours?**
- b. **i. Guidetti:** Currently unknown.

**New Business**

**8. Announcements – inconsistent use by multiple people**

FAC: Who has access to the PA? Who is in charge of the announcements in general?

- a. Guidetti: All admin and Ms. Norris have the access code. Generally, admin and ASB should be using the PA. ASB should not be reading the announcements over the PA. Announcements should be posted in classrooms and given at teacher discretion and posted on the Lawndale website for student reference. The PA was used to locate students afterschool in emergencies. PA use was initially planned for security and emergency issues only.
- b. FAC suggestion: to have some common area walls used to post the announcements, such as the gym area, on campus bulletin boards, etc.
- c. Original purpose of the PA was for emergency situations such as lockdowns, fire, etc.

**9. Tardy sweeps – FAC: Random sweeps that are announced. EX. the 2<sup>nd</sup> tardy sweep was supposed to be unannounced before the bell, but it was still announced before the bell:**

- a. Guidetti: The purpose of a tardy sweep is get students to class on time, also to keep students mindful of the consequences that follow if tardy. There are two ways to look at how to implement tardy sweeps; one way is to announce it, which still gets students to class on time. The other way is to have it unannounced where many students will get punished and serve as an example for other students. The second tardy sweep was supposed to be unannounced, but was announced right before the bell rang. It was announced too soon and should have been announced immediately after the bell.
- b. FAC noted that in past years at Lawndale, there were fewer tardy violations because of the consistent, random, and unannounced tardy sweeps former Lawndale administration use to implement.
- c. FAC suggestions: have more frequent unannounced tardy sweeps. Also, to have a tardy sweep during the day and not before the first period of the day.
- d. Admin is concerned that there are some staff members not as vigilant as others about students being late, so admin is trying to address that on an individual basis.
- e. FAC: how many tardy sweeps can we expect from the Admin and security? Guidetti: We can try to do a few each week, even more than one sweep on a given day. The problem is coordinating all the admin and security to be available at a given time for a tardy sweep and sometimes admin is called away the day a tardy sweep is scheduled.

**10. Saturday School Procedures –FAC: What is the official procedure/vision?**

- a. Guidetti: Option has been discussed to have a teacher give up a 4SR in order to plan/organize for all the Saturday Schools. Admin is trying to incentivize Sat. school

attendance. Nothing has really gone out because it's still a work in progress. Right now, it's just a huge money maker for the district as a way to re-coop ADA. Admin is trying to make it seem serious to students. Reason we haven't gotten any info is because admin is still trying to get it all hammered out. Guidetti said if anyone has suggestions, please let him know. FAC stated that we were basically not made aware of the situation. Guidetti replied that no one knows what it was, they just got a paper one day. Supposed to be a "company" that the district contracted with and Linda Tucker oversees it. Angela is overseeing it right now because attendance is part of her role, but they would like to give it to a teacher.

**11. TDC procedure needs to be revised; it's not working.**

- a. FAC suggestions: make queries through PowerSchool, etc for all the attendance issues instead of using paper copies that teachers submit. Teachers can write referrals for multiple tardies in their class as seen during the teacher attendance audits that the attendance clerks give each week/month. The referral is sent to the dean and automatically entered in the system where the student will be flagged.

**12. What is the admin's school vision for Lawndale?**

- a. Guidetti: My vision is to unify and discuss what a successful student would look like at Lawndale and upon leaving Lawndale. When we talk about academic test scores and social justice they are not mutually exclusive. Doesn't make sense for one without the other. Also, how do we measure that in terms of life skills and hold them accountable? Can we create true advisory periods where teachers can help students consistently across all four years? Guidetti stated that he may not be articulating his vision well at this point. One thing that gets in the way with admin's vision is individual styles. Overall admin duties are to support teachers and students within all of our respective departments. He wants to turn collab days over to teachers for dialogue to create that vision. We are one person fighting for kids.
- b. FAC stated that right now there is no vision and there is a divide. J said no, it's just that right now its experience based. Each administrator has the same vision in producing a successful child, even though the administrators may have individual views on what that looks like. They are all doing what they can to help produce successful students. When he says we should be an 800 school that's a no-brainer, but it will only happen if we are not so fragmented. He sees staff as a bunch of islands and we have to bring it together. Guidetti said he needs to articulate this point better. Frank said she likes the idea of bringing all staff together because there are a lot of new people. Guidetti doesn't know where the fragmentation came from, but he wants us all to come together.

**13. Computer Lab in 311 – that room is not equipped to properly vent the heat generated by the computers and students.**

- a. FAC suggested to move it to a more air conditioned room/space, such as the current E2020 room.
- b. Guidetti: The move of the campus during the next phase will probably accommodate this issue

**14. Confiscation policy has been inconsistent in more than one case.**

- a. FAC: A phone was confiscated, returned the same day, confiscated again by the same teacher and still returned.
- b. FAC: Does the confiscation policy still have a 5 day wait period? Guidetti: It should be. The policy has changed. Confiscated items should be turned in to the deans and an occasional assistant principal. He's not sure who or why it has not been followed. Same policy for hats and iPods.
- c. Guidetti requests:

- i. He sees some students throughout the day with inappropriate clothes on. Are teachers not noticing this? He would like teachers to do a better job of informing security, the deans, or admin so that the dress code can be enforced as perceived.
- ii. He also notices a larger amount of students that appear to be under the influence compared to other schools he's worked at that have not been pointed out/addressed sooner. Is this "normal" for Lawndale? FAC perceived the increasing drug problem on campus to be the result of having a much larger student population, classes that are maxed out or nearly maxed in size. Could there be a training for the staff to handle these situations?
- iii. Guidetti: If you suspect drug usage or a student under the influence, then call admin or security in a discreet manner.
- iv. FAC briefly expressed concerns about some security officers not being discreet when calling out students due to teacher suspicions of students under the influence. Ex: A teacher called security and requested they clandestinely call students out of the class that was suspected of being high, but when they arrived they overtly called the students out for being high. In the past, we had consistent security guards who knew the student population and who were familiar with all the rules and culture of our school to better meet Lawndale's needs.

**15. FAC raised a concern over the manner in which attendance office requests are made.**

- a. FAC: Attendance office personnel want documents turned over promptly and teachers want their class rosters promptly. There should be understanding and respect from both teachers and attendance office staff that unforeseen delays sometimes occur.
- b. Guidetti: There needs to be professional interactions, therefore when personnel is not acting professional, he needs to know.

**16. Second semester survey will be used for gathering staff concerns in an efficient manner for future FAC meetings.**

**17. Issues tabled for the next meeting**

- a. Film policy

**Any Issues Or Concerns that FAC needs to know?**

Contact any FAC member with your concern or issue (via email or a note in our box) and we will add it to the list to be discussed during the next meeting (time permitting, but we will eventually get to it). If you wish to remain anonymous, please indicate it on your email or note.

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