

FAC Minutes February 8, 2012  
(Rescheduled from January 30, 2012 due to Administrator calendaring error)

The Faculty Advisory Committee is an *elected* committee consisting of 3-6 members. The purpose of FAC is to relay information from staff to the Principal regarding issues and concerns affecting unit members on campus. FAC also *suggests* solutions when possible. The items reported by FAC to the Principal are not necessarily issues or concerns the individual FAC members have. Rather, the items reported by FAC to the Principal have been brought to the attention of a FAC member by one or more unit members. FAC does not make any policy, nor does FAC have any power to force administration or any other entity to make any policy or demand/enforce action. FAC is simply an *advisory committee*.

**GENERAL INFORMATION for February 8, 2012 FAC Meeting**

**FAC Meeting Attendees:**

FAC members present:

- Katie Frank
- Paolo DeGuzman
- Erica Harbison
- Erika Magana
- Maura Tremblay

FAC members absent:

- None

Administrators Present:

- Joseph Guidetti

Administrators absent:

None

**Meeting Time and Place**

Re-scheduled from Friday, January 30, 2012 for Wednesday, February 8, 2012, from 3:10 p.m. to 4:10 p.m. in the Principal's Conference Room. Meeting began at 3:12 pm and ended at 4:10 pm.

**Meeting Summary:**

Several items were reviewed including the Loyde sign being taken down, the on-going traffic flow issue, discipline and tardiness issues, trash in the 300/400 building and on campus, and administrator presence on campus/visibility of administrators on campus. New business brought up included the cafeteria running out of food (on more than one occasion), heat problems in the 300/400 building, IEPs (scheduling, teachers subbing, and requests for paperwork from general education teachers), the spending freeze updates, CAHSEE testing calendar, computer labs, the guard shack in the Marine Avenue parking lot, an incident of students fighting in the L-Quad during lunch, and the Boys bathroom in the L-building area.

**MINUTES**

**BUSINESS TO REVIEW**

**Lloyd Sign:**

FAC said thank you to Administration for removing the sign at the Loyde campus.

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**Follow-Up:**

Another sign will be put up regarding the Marine Avenue exit.

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**Traffic Flow:**

FAC reported that traffic is not flowing the way it's meant to – there are still issues. FAC also reported the on-going concerns of staff members regarding students on bicycles. FAC suggested a solution of posting security at El Tarasco to help with traffic.

**Follow-Up:**

J. Guidetti said he is meeting with various people regarding proper signage, getting security out of the booth to assist, etc. J. Guidetti said he still needs to meet with D. Eatmon and S. Thorne regarding this issue. J. Guidetti said S. Thorne has been [at El Tarasco] but more to watch kids and potential problems with Lloyd and Lawndale students.

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**Discipline:**

FAC reported that teachers are still not feeling supported by Administration, particularly in removing a disruptive student from a classroom. It was reported to FAC that often disruptive students are sent back to the classroom which makes the teacher feel unsupported. Additionally, FAC reported to J. Guidetti that several teachers have seen comments on Facebook posted by current students regarding "hanging out" and "kicking it" in the Dean's office. FAC wanted Administration to know what perception is being broadcast, especially if that is not the case in the Dean's Office.

**Follow-Up:**

J. Guidetti said they discussed these things in the Administrator's meeting. J. Guidetti said having only one dean is not as effective as having two deans, and he's (Guidetti) not hearing any complaints from teachers. J. Guidetti asked that teachers only send students to the Dean's office for serious disruptions/discipline issues, not for things like not having a pencil. J. Guidetti said he's not as involved in discipline this year. J. Guidetti knows teachers don't want to come forward with names, but that would be helpful to him. J. Guidetti said he will pass on this information to R. Lohman, and he (Guidetti) will look into Facebook posts.

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**Tardiness:**

FAC reported that teachers are still confused about the tardy policy, passes to class, tardy sweeps, etc., and asked J. Guidetti several questions regarding what systems are in place to electronically flag students who are chronically tardy, especially since they are supposed to be recorded electronically in PowerSchool. FAC also asked J. Guidetti to define "excessive tardy."

**Follow-Up:**

J. Guidetti said the Plasco system (hand-held zappers that scan a student's ID card and prints out a pass after the information has been stored electronically) is now up and working; there was a miscommunication regarding when Plasco was supposed to be used; Plasco is supposed to be used throughout the school day rather than just in the morning. Tardy sweeps are coming up. J. Guidetti said he thought there was a board policy addressing excessive tardies that cited a specific number, but he couldn't recall the policy. J. Guidetti asked what FAC means by "excessive tardy." J. Guidetti said the miscommunication regarding Plasco is why excessive tardies aren't being flagged. FAC asked about PowerSchool flags. J. Guidetti said Plasco has the capability and should be used. FAC

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said PowerSchool should have something for when students are being marked tardy on PowerSchool. J. Guidetti said he will find out/figure out how to make this happen.

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**Trash in 300/400 building:**

FAC reported that there is less trash on the stairs and in the halls of the 300/400 building. FAC reported that staff is still generally concerned about campus trash. FAC suggested leaving the trash, though it would not be possible. FAC then suggested removing tables where a lot of trash is usually left after food has been served or closing off areas that have a lot of trash left after food has been served.

**Follow-Up:**

J. Guidetti said he's been meeting with R. Varee and ASB about cleaning up the campus. J. Guidetti said he has been suggesting having the biggest discipline be trash pick-up, possibly even in-house suspension be all-day campus clean-up.

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**Admin presence on campus:**

FAC asked about Administration's rotation/basic plan for campus presence. FAC reported that there is a perception on campus that Administration is not present, and FAC asked in particular about Administration presence at school events.

**Follow-Up:**

J. Guidetti said that only certain leagues require administration presence at games, and EdCode just requires a certificated teacher, or someone cleared by the District Office (such as walk-on coaches), at all times when a child is on campus. J. Guidetti said the requirement of administration is only for home football games. J. Guidetti said between him, R. Varee, and J. Pillar, there will always be someone at all athletic events. J. Guidetti said as far as events go, they (administration) just cover the big events. J. Guidetti didn't know that there was an issue with administration not being present, so if people could be specific it would help him.

## NEW BUSINESS

**Issue #1: Cafeteria running out of food**

FAC reported that the cafeteria ran out of food again (this is a recurring issue). J. Guidetti said it is a Ron Hacker issue. J. Guidetti said if that happens (the cafeteria runs out of food), send the student to him/administration and they will get the student food. FAC reported that it is a repeating issue.

**Solution:**

(See above about sending hungry students to Administration), and J. Guidetti said he will let R. Hacker know it happened again.

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**Issue #2: Heat problems in the 300/400 building**

FAC reported that teachers in the bottom classes in the 300/400 building say they are extremely cold due to the heaters not working. Additionally, teachers in the upper classrooms say they are often stiflingly hot due to not being able to control the heater setting in their classrooms.

**Solution:**

J. Guidetti said he will speak with E. Mirabel about these issues.

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**Issue #3: IEPs and teachers subbing for them**

FAC reported that there have been numerous complaints from teachers regarding IEP scheduling, subbing for IEPs, and especially requests for documentation for IEPs. FAC reported that teachers wanted to know how far in advance IEPs were scheduled because they seem to be last-minute. Further, FAC reported that general education teachers are reporting that they are not notified in enough time of upcoming IEPs should they wish to attend. FAC reported that teachers were wondering what the process is. FAC relayed the question of payment for a teacher who subs another teacher attending an IEP. FAC also reported that many teachers are upset that they are being asked for information for an IEP the afternoon before a scheduled morning IEP, and they are being told they must return the completed paperwork before the IEP meeting. FAC reported that teachers are upset that they are being asked for information last-minute that takes a bit of time to complete adequately.

**Solution:**

J. Guidetti said B. Chavez (Special Education Secretary) knows when all the IEPs need to be, so there is no "last minute" scheduling. J. Guidetti said he told B. Chavez the IEPs need to be scheduled during Special Education teacher's prep periods, and do not pull regular education teachers out of class. J. Guidetti said regarding teacher pay that payment is the whole period for subbing during an IEP. J. Guidetti said teachers are also supposed to be paid if we attend an IEP during our prep period. J. Guidetti said that if teachers are asked to complete paperwork NOT in a timely fashion, say no and let him know. J. Guidetti said a reasonable amount of time is two weeks prior to the scheduled IEP meeting, except in the event of an emergency (when in doubt, ask J. Waggoner if it's an emergency).

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**Issue #4: Spending Freeze**

FAC reported that teachers are wondering what the update is on the spending freeze, and how some conferences are being approved by the board and there is money to pay subs during Focus Walks. FAC reported that teachers are concerned that supplies and essentials cannot be ordered, yet there seems to be money for other things.

**Solution:**

J. Guidetti said most things that were in effect before the freeze are going through (like Focus Walks and some conferences). J. Guidetti said if we need essentials, email J. Guidetti and he will push them through (like toner, storage for chemicals, etc.). J. Guidetti said at this point the freeze is a slow-down and going through a committee. Department Chairs email J. Guidetti with necessities and he will get them.

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**Issue #5: CAHSEE Testing Calendar**

FAC reported that teachers were wondering what this year's CAHSEE testing calendar will look like. FAC reported that teachers were concerned administration will follow the same calendar as last year which resulted in complaints of noise during the test and near testing areas, too many students out and about during the test that should have been in their designated classes/areas, and all-around concern that it wasn't the most effective environment last year. FAC reported that many teachers were suggesting a return to the 2009-2010 schedule where 10<sup>th</sup> graders arrived before 8 am to begin the CAHSEE promptly at 8 am, leaving campus at lunch time, and all other grades had a late start and continued until the scheduled end of the school day.

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**Solution:**

J. Guidetti said that administration wanted to return to the 2009-2010 schedule, but when the plan was submitted it was rejected because of the minutes requirements. So, what is going to happen is all 10<sup>th</sup> grade students taking CAHSEE will be in gym for the test with 20 plus proctors including all administrators, counselors, teachers, and some clerical staff. All other classes will continue as usual, but PE will not have access to gym. FAC asked about the possibility of having the CAHSEE test in the L-Buildings and bringing L-Buildings teachers to the other side of campus. J. Guidetti said that option was explored, but because it wouldn't work due to an imbalance ratio among the 10<sup>th</sup> grade teachers and L-Building teachers, it just won't work.

**Issue #6: Computer Labs**

FAC reported that teachers are confused about location, times, etc. for the computer labs. Further, FAC reported that teachers were asking about lab availability for students as it seems there has been an increased amount of students asking to print things in teacher's rooms.

**Solution:**

J. Guidetti said the computer labs are located in 311, T-12, and L-15. J. Guidetti said B. Hall will be stationed in the L-15 lab all day except during lunch on Mondays when she gives lessons for MSA Mentor Monday. FAC asked for clarification on the T-12 "computer lab" since it only has a couple of computers and a Mac cart that sits in a corner, and is set up like a classroom with students desks, not like a computer lab. J. Guidetti said he will look into it.

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**Issue #7: Guard Shack**

FAC reported that there is no telephone or electricity in the guard shack in the Marine Avenue entrance parking lot.

**Solution:**

J. Guidetti said for everyone to forget about the booth – there are too many issues that still need to be resolved with it, and to keep using the "Bat Phone" for emergencies. **The "Bat Phone" extension is 7200.**

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**Issue #8: Students Fighting**

FAC reported that there was an incident in the L-Building Quad where a group of male students wearing Cardinal Baseball caps were choking and hitting each other during lunch. Security was called and requested by the teacher who called them to take the students to the Dean's Office, but when the reporting teacher called to see if the students were taken there, it was learned the students never made it to the dean's office presumably because security never escorted them there..

**Solution:**

J. Guidetti said he will ask Dean Lohman about this.

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**Issue #9: L-Building Boys Bathroom**

FAC reported that the Boys bathroom in the L-building area is always closed/locked. FAC asked for clarification of why this is happening.

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**Solution:**

J. Guidetti said he didn't know, but he will look into it.

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**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). All items reported to FAC are kept anonymous unless otherwise indicated.

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\*Minutes Prepared By: Erica Harbison

Next FAC meeting scheduled for Tuesday, February 28, 2012 at 3:10 pm in the Principal's Conference Room