

Lawndale High School

3/17/2010 Faculty Advisory Committee

Meeting Minutes

Notes taken by Paolo DeGuzman (compiled and submitted by Erica Harbison for Paolo DeGuzman)

CVSTA Representatives Present: Paolo DeGuzman (arrived 3:28pm), Julie Ichiroku, Erika Magana, Kimberly Faulkner-Camacho.
Absent: Erica Harbison,
Administrators Present: Damon Dragos, Kelly Santos, Jim E. Jobes (arrived 3:35pm)

Meeting Time and Place

Scheduled for Wednesday, March 17, 2010 from 3:15pm to 4:15pm in the Principal's Office.

Issue 1: Attendance Verification – numerous forms, packets submitted at end of the month make it impossible to double check.

- Dragos said that attendance is complicated for different individuals to see the same thing (access issue)
- Dragos wants to generate reports that teachers need and eliminate the extra steps in attendance record keeping
- Magana expressed concern over the difficulty of accurately filling out attendance verification sheets when classroom attendance sheets are already turned in to Oredain at the end of the month. Teachers do not keep records past a month and therefore, the process of filling out attendance verification forms is inaccurate when relying solely on memory.
- Dragos will ask Oredain about weekly attendance verification sheet to be given near the end of the month before teachers have to turn in classroom attendance sheet.
- Magana asked about Oredain's 3pm emails concerning teachers who do not submit their attendance via PowerTeacher. On collaboration days, Oredain also writes an email immediately at 1:34pm
- Dragos said that Oredain must submit her attendance report at the end of instructional minutes regardless if it is a normal day (3:00pm) or a collaboration day (1:34pm).
- Magana suggested that Oredain or Dragos should send an email notifying staff about Oredain's deadline for submitting attendance each day. Dragos agreed and will notify staff via email.
- Magana addressed an issue about subs and attendance verification. Dragos signs off for attendance for teachers on extended leave. Therefore, a teacher cannot easily verify the accuracy of the attendance if Dragos is signing off attendance that subs submit to Oredain. Dragos admitted this flaw but does not have a viable option to correct the situation at this time. Dragos will sign off on the sub verification reports even though teachers are not willing to sign them.
- Magana suggested that subs should have a "cheat sheet" on how to properly record attendance. Santos and Jobes verified that there are outdated folders that were given to subs to properly take attendance. Admins agree that these sub folders should be updated and used.
- Magana suggested that subs be trained in the proper use of PowerTeacher and sub evaluation forms should be advertised and provided to teachers. Admins agree and Dragos will advertise the evaluation forms (method – undetermined).
- Jobes expressed concern over teachers calling in subs after 7am. He suggested that teachers should email Oredain and Desrosiers if teachers will need a sub especially requesting a sub after 7am.

Issue 2: Removal of Front Gate along Inglewood Avenue – include staff on internal gate meeting, process and decisions need to be advertised.

- Dragos will advertise (method – undetermined) the plan for the front gate as soon as he finds out. Dragos listed the sequence of meetings for the front gate: contractors meeting, then Telacu meeting, then finally admin meeting regarding gate.

Issue 3: Apple Laptop Cart – Training, proper use, check out procedure, location

- DeGuzman expressed concern over the lack of training for the staff about 30+ laptops available for teacher use.
- Dragos sent an email about the availability of the Apple laptop cart prior to the FAC meeting. However, DeGuzman reiterated that there are no instructions on how to properly use/store the laptops within the classroom. Also, DeGuzman suggested that printed instructions (ex. connecting to the internet, charge laptops, number of laptops, return procedure) should be affixed to the actual cart for all users to view.
- Dragos will create an Apple laptop cart instruction guide in the future.
- Jobses reminded the committee that the laptops can either be checked out through Jobses or his secretary, not any other admins.

Issue 4: 311 Computer Room – Training, proper use, paper, broken computers and tables

- DeGuzman expressed concern over the lack of training on using Room 311. DeGuzman suggested that a list of instructions should be posted in Room 311 to help teacher resolve common issues in Room 311.
- Dragos agreed to create a posted list of instructions and proper use of Room 311.
- DeGuzman asked about who should provide the paper for Room 311 – teacher or admin? Jobses stated that teachers should bring paper to Room 311 if students plan to print.
- DeGuzman previously emailed admin about the lack of mouse pads cause tracking issues especially on the smooth, reflective surface of some of the tables. DeGuzman reminded admin and inquired whether they have found a source of mouse pads. Jobses said that they will inquire with the National Guard recruiter about mouse pads.
- Magana noted that a few of the tables in Room 311 are sagging or slanting with heavy computers on top and could lead to a heavy object falling on a student. Dragos said that the tables were free.

Issue 5: Student “No Go” List – How/when was this list advertised to the staff and students?

When/How will the students be notified?

- Dragos stated students who are on the “No Go” List have 4 or more tardies. The balance carries for a quarter and resets at the start of the new quarter.
- According to Dragos, students on the “No Go” List are banned from extracurricular activities while the student holds a balance of 4 tardies or more.
- Ichiroku wants admin to inform the students about the “No Go” List.
- Dragos visited seniors and freshmen to discuss repercussions.
- Dragos plans to publish the “No Go” List on a weekly basis for staff and may view it when planning events.
- According to Jobses, he creates a list of students with 4 or more “T” tardies from PowerSchool to create the “No Go” List. Ichiroku asked why Jobses does not include “B” tardies and Jobses replied that B tardy students were probably on the list anyway. To clarify, T tardies are 29 minutes or less; B tardies are 30 minutes or more. After some thought, Jobses agreed to include B tardies into the “No Go” List”
- In regards to attendance, Jobses wants to find a solution for parents writing excused notes to get their child a pass to class and avoid tardies. Dragos offered a solution of making an announcement of tardy criteria (method – undetermined).
- In regards to attendance, Jobses also wants to find a solution for parents who are challenging tardies so their child could still attend extracurricular activities. Dragos offered a solution of communicating to the parents via the website and possibly Connect Ed (Phone home program).

Issue 6: No Hat Rule – How/When advertised? Confiscation policy?

- Dragos was given directive from an unnamed district official to immediately institute a “No Hat” policy on campus. Dragos compromised with unnamed district official to institute the “No Hat” policy at the beginning of the next quarter (Q4 – April 26).
- Prior to Quarter 4, Dragos plans to make 4SR bulletin announcements and visit every classroom to tell students “to leave hats at home”. Hats can be confiscated but Dragos would rather have the students leave all hats at home. No hats will be allowed on campus and can only be worn off campus. Dragos plans to create printed signs for students to read about the “No Hat” policy.
- Only exception would be for religious reasons.
- DeGuzman asked for a clarification on what is considered a hat. Dragos answered that any head covering will fall under the “No Hat” policy.

Issue 7: CAHSEE schedule – last minute changes, admin needed teachers to help create schedule, student notification, teacher assignment emailed out at 3:30pm the day before CAHSEE

- DeGuzman questioned admin about the rushed handling of the CAHSEE. DeGuzman reminded admin that the CAHSEE is given every year and admin’s experience from previous CAHSEEs should help in administering the test. Jobes stated that nutrition was the cause of the difficulty in scheduling which is required under the union contract.
- Jobes admits that the schedule was late but wanted the schedule to be fair for every period.
- According to Jobes during the department head meeting, Flores noted that Jobes’ original CAHSEE schedule did not give equal instructional time to all periods for the shortened 4 day week. Flores and Nellman made the revised CAHSEE schedule and Jobes used the schedule for CAHSEE week. Jobes apologized for the lateness and handling of the schedule.
- DeGuzman asked why seniors were allowed to loiter noisily for 15 minutes under building 7 while 10th graders were taking the CAHSEE in nearby classrooms. Admins admitted that seniors were supposed to go back to their 4SR class but failed to “shoo” them away in a timely manner.
- Jobes shared his chaotic view of the current front office. Jobes stated that the front office coordination is “mayhem”. There is currently no project facilitator, no additional assistant principal, and no dean. Jobes stated that Santos is an expert in CAHSEE administration and she has been doing it for years but the understaffing of the current front office has burdened the staff.
- Ichiroku suggested that future CAHSEE schedules should be shown to department heads for input and suggestions. Admins should use the CAHSEE planning from previous years as a template for the following year. Also, Ichiroku suggested that teachers see the STAR calendar in department meetings as soon as possible.
- A side discussion arose about AP venues not set and Magana expressed her concern of splitting large AP classes into smaller classrooms. Another side discussion about problematic AP Spanish recorders occurred between Magana and Jobes.

Issue 8: Stair Signs – students are not supposed to loiter on the staircases.

- Ichiroku revisited the issue of loitering students on staircases and in a previous meeting, Dragos said he would make announcements, signs, and “shoo” students away from the stairs.
- Dragos said the signs are made and will get posted up.
- Side discussion occurred regarding the birdwire and the birdwire is still on the maintenance agenda to be reinstalled.

Issue 9: No one answers office phone calls

- Jobes stated that if no one in the front office picks up the phone, the call rolls to another office extension. Dragos provided a few reasons: person is on the phone, person is talking to a parent. In emergencies, Dragos said that teacher should call the 7000 number.

- Jobs brought up that an emergency phone system is currently used at Leuzinger. Jobs suggested that we develop a similar system at Lawndale to avoid calls going to Desroisers voicemail (ext. 3102) after the 4th ring.
- Ichiroku said that calls during the day should roll to a live individual but Jobs said that the office is currently understaffed.
- Jobs reiterated that there are no backups to the classified staff at Lawndale. At the other sites, each office position is staffed with at least two individuals.

Old Business 1: Online Discipline Documentation

- DeGuzman wanted to know if there was any development in viewing discipline documentation on PowerTeacher. Admin had asked Newell (principal at Hawthorne) and he did not know anything about it.
- Admins stated that there is currently no way to follow discipline (ex. referrals, suspensions) on PowerTeacher for teachers to view.

Old Business 2: Installing cameras in PAC stairwells – ditching, graffiti, and excessive trash

- Admin plans to talk to Eatmon (Director of District Security) about installing cameras.
- Jobs stated that two cameras would be needed to cover the staircase properly but due to cost, only one would probably be installed.

Side Topic: Staff parking and issuing of tickets

- Faulkner-Camacho was notified by a staff member about a ticket issued for parking in the counselor spot during the school day. To clarify, the ticket was issued by Lawndale staff or security and Dragos will talk to the safety officers to address the situation.

Scheduled next meeting

- April 20, 2010 at 3:15pm in Dragos' Office.

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.

Paolo DeGuzman mr_deguzman@yahoo.com

Kimberly Faulkner-Camacho kimfau@msn.com

Erica Harbison imtherikkster13@yahoo.com

Julie Ichiroku mrsichiroku@yahoo.com

Erika Magana ms.magana@juno.com