

# Lawndale High School

## 4/20/2010 Faculty Advisory Committee

### Meeting Minutes

Minutes taken by Erica Harbison

CVSTA Representatives Present: Paolo DeGuzman , Julie Ichiroku, Erika Magana, Kimberly Faulkner-Camacho, Erica Harbison  
Administrators Present: Damon Dragos

#### Meeting Time and Place

Scheduled for Tuesday, April 20, 2010 from 3:15pm to 4:15pm in the Principal's Office.

#### Issue 1: Graduation Assignments (Harbison)

Per contract we don't have to work. Dragos said K. Merritt got volunteers, and he agreed with Harbison – further stating that attendance beyond already scheduled volunteers would be optional.

#### Issue 2: End-Of-Year Check-Out Policy (Harbison)

Dragos said the last work day is Thursday (Friday is blacked-out on the calendar as days the campus is open to teachers who wish to be on campus wrapping things up). If people are done on Thursday they can check out and be done. If not, we are free to come Friday or take the weekend and come back Monday. Shadowed days on the district calendar are non-paid work days. No one is moving so classrooms will just be locked down. There is no summer school, so there is no crunch there. Dragos will send details out after CSTs. Office staff will be in the office and are willing to work through lunch because administration will provide food – they are voluntarily doing this. Ligons won't be in her office for grades during graduation, so Dragos will have someone designated to take care of it. Ichiroku mentioned the sign off sheet. Dragos said we all have to turn in our class sets of books for inventory and replacement purposes. Dragos is still working out the details with Betty. Dragos said this stuff will begin in June, so we will have 3 weeks to deal with this. Ichiroku and Magana mentioned there is always confusion about who gets what copies, etc., and Dragos said he will clarify when he sends out instructions in June (after CSTs)

#### Issue 3: Dean's Presence on campus (Ichiroku)

Ichiroku said it has been brought to her attention that the Dean riding around with Robe makes it seem like she's his assistant and not her own person. Dragos said part of that situation at the beginning was J. Waggoner trying to get a feel for the campus. Recently there were some issues with kids on the field. Dragos said he will talk to her about it. Ichiroku said another issue was Waggoner's procedures (sent via email) were different than administration's. Dragos said to follow Waggoner's procedures for kids sent to her, administrator's procedures for kids sent to them. Dragos said if we have to call security, tell security what happened and they (security) will take the students to the right place. If you send them out and trust them to go to the Dean, that's where they are to go. **For your information, the emergency number is 7200. The booth is 7301, Robe is 7264, and Dean Waggoner is 7127.**

#### Issue 4: Custodians Cleaning Bungalows (Magana)

They are cleaning Telacu's bungalow and Magana asked if it's part of their contract. Dragos said he believes that's part of the agreement, but he will look into it. Magana mentioned custodial staff said they just started cleaning the bungalow. Dragos was surprised and said he will ask about the procedure and if there was a change in their agreement.

***Dragos' findings: "In response to my inquiry related to the agenda item from earlier this week, I was told that only the restroom(s) were being addressed and that was twice a week per a revised agreement between the District and Telacu. No other details were given."***

#### Issue 5: Library (Ichiroku)

What happens when Betty is absent? Dragos said the kids can come to the office and office staff will help them. There will be a sign on the library door directing people if Betty is absent.

### Issue 6: E2020 (Faulkner)

\*This issue was discussed in detail. After extensive conversation, the following was dictated by Dragos to ensure as complete clarification as possible:

"E2020 was put in place as a stop-gap measure to address students that were excessively credit deficient. Due to a limited capacity at the adult settings, this allows students to remain on a comprehensive campus while providing them the opportunity to earn credit towards graduation. Our campus utilization of this program is significantly smaller than in other settings and was planned only to be a short-term solution from the very beginning."

### Issue 7: Miscellaneous (DeGuzman)

- a. DeGuzman asked what was with the interview process, hiring pool, timeline, etc.. Dragos said they are acquiring an eligibility pool made up of vetted, qualified staff for upcoming needs. Dragos said there will be openings here because we will see an increase in enrollment. Dragos would like us to be fully staffed and know job assignments by the time we leave for summer.
- b. DeGuzman was approached by a teacher who had a student busted for possession. The teacher wanted to know if there's any further support for this student for future prevention. Dragos said the courts have this built-in to their consequences. Dragos said we have voluntary things for parents and students if we are concerned about a student we can recommend it.
- c. DeGuzman mentioned tardy sweeps and his own personal observation. Mr. Gomez asked a student if they had the paper when he (the student) showed up at 8:15. Mr. Gomez watched the student get into line and he (the student) didn't come back until 9:20. DeGuzman wanted to know what took so long. Dragos said a new team dealt with this sweep – the last one was Santos-headed, so this was a learning curve. DeGuzman said it would have been good for the 1<sup>st</sup> team to give pointers to the 2<sup>nd</sup> team. Dragos said they did, but again this is a learning curve and the problems this time will not happen again. There was a de-brief after where they addressed issues, so they are good now.

### New Business:

- Ichiroku said online grades – when are they coming? Dragos said district isn't ready to turn it all on yet. Dragos said he has some meetings coming up with people who have the authority to turn it on. Dragos' idea is to turn it all on but don't give the passwords for students at other sites because only we are ready.
- Ichiroku asked what the campus availability during the summer will be. Dragos said he will look into it and let us know.

### Old Business:

- Ichiroku said thanks for the bird wire. Dragos said more is coming after the PAC is finished. We also have a bunch of benches coming.

### Scheduled next meeting:

Wednesday, May 19, 2010 at 3:15pm – 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.

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