

Lawndale High School

Faculty Advisory Committee Meeting Minutes

March 28, 2011 and May 2, 2011

March 28 Attendees: CVSTA Representatives Present: Katie Frank, Erica Harbison, Kelly Henderson, Erika Magana, Hoang Mai ; Absent: Paolo De Guzman. Administrators Present: Joseph Guidetti; Absent: Kelly Santos, Dawn Nelson, Angela Fajardo.

Meeting Time and Place: Scheduled for Monday, March 28, 2011 from 3:15pm to 4:15pm in the Principal's Office. Meeting began at 3:16pm and ended at 4:15pm

May 2 Attendees: CVSTA Representatives Present: Paolo DeGuzman , Erica Harbison, Hoang Mai; Absent: Katie Frank, Kelly Henderson, Erika Magana. Administrators Present: Joseph Guidetti; Absent: Dawn Nelson, Angela Fajardo, Kelly Santos

Meeting Time and Place: Scheduled for Monday, May 2, 2011 from 3:15pm to 4:15pm in the Principal's Office. Meeting began at 3:25 pm and ended at 4:13 pm.

MARCH 28, 2011 MINUTES

OLD BUSINESS

- 1) Admin modeling behavior they wish everyone to emulate
 - a. FAC gave the example of some administrators & some security officers having been observed not making great efforts to herd students into class quickly; especially around bldgs 3 and 4. The teachers believe administration should set an example for the behavior they wish to see from the faculty.
- 2) Library and Computer Lab Hours
 - a. The library clerk's hours are from 7am – 3:30pm. It has not been determined whether students need library access more in the morning vs. after school. Normally the library is open after school until at least 3:30pm. Admin would like to expand Ms. Hall's hours to accommodate the demand.
Response: It's difficult to set the hours for the computer lab because of the RIFs affecting computer lab staff.
- 3) Attendance office
 - a. FAC voiced concern about calls to classrooms before the end of the day to inform teachers that their attendance did not go through/have not taken attendance.
Possible solution: only call after 3pm or just send an email reminder to those teachers.
- 4) FAC's Security concerns
 - a. Phone lines not open
 - b. Bldg 3 & 4 hallway: Students seem to be acting wild at times during lunch, banging on the windows without security patrolling the area.
 - c. students hanging out on the golf carts
 - d. Texting
 - e. Security giving students rides/hanging out with students risking boundary concerns between students and staff.
 - f. Observing students but not questioning them
 - g. Letting students into faculty bathrooms, given access by some security officers instead of letting them into the designated student restrooms.
Response: Administration committed to address these issues in the next security meeting.
- 5) Inconsistent bell ringing
 - a. The bells were not functioning properly or at the correct times

Response: Admin stated that people have been working on the bells at the Lloyde campus last Friday, March 26th because the bells were not previously audible there.

- b. Admin were locked out of the room
- c. Secretaries had to manually ring the bells.

Response: The problem is unknown and is currently handled by non-administrative staff and hasn't been corrected yet as of Monday, March 28, 2011.

NEW BUSINESS

- 1) FAC reported that restroom keys for the 400 bldg women's faculty are not working
- 2) Kids making out on top of cars outside of bldg 3
 - a. FAC Suggestion: Security to patrol the parking lots during breaks more?

Response: Admin will address this with the security team

- 3) Parking and Traffic concerns
 - a. Parents having a hard time parking in the front due to limited parking in green visitor spots

Response: Admin requests that all staff only park in staff spaces.

- b. Gate at end of bldg 3
 - i. You can get out, but you can't get back in.
Response: Guidetti was not at the Gate Training, however, Dawn Nelson was at that meeting. Guidetti will ask her about it. Admin will speak with Peter to coordinate the best flow for morning traffic.

- 4) Administration complaints of unsupervised students
 - a. It has been observed on numerous occasions that some teachers are leaving students unsupervised during class time for large amounts of time. Also, some teachers are leaving their classrooms unlocked.

FAC Suggestion: Address these concerns during department meetings regarding professionalism, reputations, etc. Clarify classroom policies (report of incident). Admin asks that they be notified of these incidences ASAP so they can do a better job correcting these types of issues with the individuals. [Executive Director's note: supervision is the administration's job. Member's are not required to evaluate their colleagues nor report what they think they may be observing about their job performance. If admin is out and about, they would see what issues they might need to be address.

- 5) Teachers/Students leaving early
- 6) FAC is concerned about anarchy in classrooms, especially in bldgs 3 and 4 – When admin is aware of the problem, shouldn't they be present? The problem is boiling over into the hallways/other classrooms
 - a. EX. Students shouting, cursing loudly, banging on classroom doors
Response: Admin thinks they could stay in certain, problem areas longer for the time being to correct these issues. Admin and the Deans will also try to be in these classrooms more often.

- 7) Bldg 3 & 4 hallway during lunch

- 8) Concerns from the Attendance Office

- a. Rosa is not the only worker
 - b. Dealing with parents pressuring the attendance clerk to excuse their child quicker.
 - c. The “No-Call” rule, request for leniency by Attendance clerks.
 - i. FAC and admin has denied
 - ii. Clerical staff need to use the office TAs and send passes to excuse students
 - d. Need to brainstorm for ways to inform parents of proper protocol for excusing their children out of class (ie. for doctor appointments)
- 9) Clarification by the Admin:
- a. If a parent wants to visit/observe your classroom, the teacher must agree to it first.

MAY 2, 2011 MINUTES

OLD BUSINESS

- 1) Update on School vision
Response: None. School Site Council will discuss preliminary vision details.
- 2) Faculty women’s restroom key will not work at the end of bldg 4. It’s also not maintained, frequently out of toilet paper and paper towels.
Response: Admin will speak with Don Bartowsky to remedy the situation.
- 3) In bldgs 3 and 4 the hallways are cleaner and have fewer issues due to increased security/dean presence. However, there are more students and trash on the stairs. A teacher almost fell on the stairs due to the increase of trash.
Response: Admin will speak with the deans and admin.
- 4) Announcements are still sometimes given right before the last bell of the day.
- 5) ConnectEd still calls certain teachers.
Response: Admin will figure out why some teachers are still receiving calls even when admin selects the “student list” only for the ConnectEd calls.

NEW BUSINESS

- 1) FAC reported that office phones aren’t being answered and voicemail boxes are full
Response: Due to the large volume of freshmen registration during the day, the secretaries have been very busy and aren’t able to answer the phones. Gina has been assigned to help the other secretaries with their work load/incoming phone calls.
- 2) Teachers are concerned that there are too many people during Focus Walks (ex. 8 observers)
Response: The decision to combine observation groups was to accommodate time constraints, such as, limited amount of time to perform the observations.
 - a. Admin would like for this process to have fewer admin presence and more teachers observing.
- 3) Sending “real” problematic students to the Dean’s office with more severe discipline issues are returned with a new half-sheet stating that the student needs to be allowed in, etc.
 - a. FAC requests discretion for more severe cases and not a blanket procedure for all discipline issues.
 - b. Admin suggests that the teacher send, email, or call the deans to give a more detailed account of the incident so the deans can use their discretion based on more facts.
- 4) FAC is concerned that veteran teachers are not being used as advisors for certain procedural items that have worked in the past to avoid “reinventing the wheel”.

Response: Admin & FAC would like to form a planning committee (name of committee TBD) consisting of veteran teachers to serve as advisors to discuss/form site policies, procedures, and site vision plan. FAC will draft a request to all the departments to optionally choose a representative to come to these optional committee meetings to give staff input.

- 5) Concerns about Lock Down Day: some students were out despite the lock down practice we had in the beginning of the year

Response: Admin will re-discuss lockdown procedures and planning for June 2011

- 6) Admin wants to use the last School-wide Collaboration as a forum to discuss items for improvement for next year and to discuss the use of the collaboration meetings.