

# Lawndale High School 5/19/2010 Faculty Advisory Committee Meeting Minutes

Minutes taken by Paolo DeGuzman

CVSTA Representatives Present: Paolo DeGuzman , Julie Ichiroku, Erika Magana, Kimberly Faulkner-Camacho (late), Erica Harbison (late)  
Administrators Present: Damon Dragos , Jim Jobes (late), Kelly Santos

## Meeting Time and Place

Scheduled for Wednesday, May 19, 2010 from 3:15pm in Damon Dragos' Office.

### Issue 1: Announcements during AP testing

- Ichiroku asked for an explanation for the announcement/interruptions during the AP tests
- Dragos apologized for the interruptions
- Ichiroku expressed displeasure with the mishandling of a social studies teacher and the lack of sub during testing. Dragos again apologized for the mishandling.

### Issue 2: Clarification of science storage room

- DeGuzman asked for an explanation for Jackson's question concerning the science storage room that is accessible through his classroom (Room 605)
- Dragos said that it was not a science storage room and it will be reclaimed as a part of the textbook room. Jackson will be asked to move the items into his office or the new science storage bungalow unit (arriving soon).

### Issue 3: Clarification on inaccessibility of library printing for students

- Magana asked for a reason why students were turned away from printing school related materials from the office when the library is closed.
- From a previous meeting, Dragos said that students can go to the office when Hall is not at the library to print materials.
- Dragos said that he is more than willing to print from his Mac laptop because he cannot get computer viruses from students and will remind the office staff to allow students to print school related material in the office when Hall is absent and the library is closed.
- Dragos will make a sign to be posted on the library that instructs students to go to the office if the library is closed.

### Issue 4: Update on "No Sitting" signs on building stairways

- Magana asked about the students who continue to loiter on the staircase during lunch and nutrition even though signs are/were posted. Magana also noted that some of the signs have been removed and have disappeared.
- Dragos replied that most of the original signs have been removed (probably by students)
- Magana also stated that students have seen Dragos pass them by while students were loitering on the staircase and Dragos did not tell them to leave. In his defense, Dragos said that he was probably dealing with other students who were not on the staircase.
- Dragos said that he will work with Eric (maintenance) to install more permanent plexiglas signs in the future.

### Issue 5: Update on substitute evaluation forms

- Ichiroku asked about an update on the substitute evaluation form
- Dragos said the evaluation is in due process and will be completed in the future.
- Ichiroku reminded the administration that there is an evaluation form from a previous year that can be used as a template. Santos verified and agreed that this form should be found and used.
- In terms of bad substitutes that should be removed, Dragos said the complaint process starts from a teacher report then to Dragos then to Cox for removal. Dragos said an email from teacher can start the process for bad substitute removal.

**Issue 6: Clarification on cell phone confiscation**

- Ichiroku brought up an incident where she called security 4 times to pick up a confiscated a cell phone and was told that they were busy.
- Jobes said to call him if security is understandably busy to address future situations.

**Issue 7: Update on phone answering in the front office**

- Ichiroku wanted an update on why the front office does not answer the phone.
- Dragos said that the administration or staff might be on the line or busy with important situations.
- Dragos said that he will answer the phone if he is in the office.
- On a side note, Magana told a story when a parent called her room in a failed attempt to reach the attendance office. The parent tried calling the front office but no one was picking up.
- As a possible solution, Dragos will instruct the front office staff to properly forward their phone calls if they leave their desk.

**Issue 8: Lack of administrative presence in classrooms**

- DeGuzman brought up a comment from a teacher that current administration does not regularly visit classes. DeGuzman also commented on how a visiting administrator from Hawthorne visited classrooms while acting as the substitute administrator during the days when then current administration was attending district meetings.
- Dragos said that if there were fewer district meetings he would be more visible in classrooms. Jobes offered anyone to shadow him and experience his busy schedule that causes him to not visit classrooms. Santos said that she was gone for weeks attending district meetings.

**Issue 9: Update on hiring for next year**

- DeGuzman asked for an update to hiring for next year.
- Dragos stated that hiring will be based on projected enrollment for next year. Dragos said that Lawndale currently has a deficit of teachers and the other sites have a surplus of teachers.
- Dragos wants to expedite the process to meet his personal deadline of June 1 but understands that the delay may fall on the district. Next year, Lawndale should have 78-80 teachers.
- Dragos said that Leuzinger will move 30% of their teachers due to DAIT and it will be the district's decision concerning transfers. [The District must adhere to the contract despite what DAIT recommends.]

**Issue 10: Clarification on attendance and pressure on Orendain**

- Harbison wanted the group (FAC and administrators) to inform staff that Orendain should not be unnecessarily blamed for the attendance issues or guidelines. Orendain is instructed to follow the guidelines and does not create them. All guidelines are from the District.
- Dragos commended Orendain and the teaching staff for the timeliness on attendance record keeping. According to Dragos, only a few teachers are not inputting attendance regularly.
- Jobes added that attendance audits that show inconsistent attendance record keeping can negatively affect future funding.

**Issue 11: Clarification on teachers' graduation ceremony requirements**

- Ichiroku asked for a clarification on an email concerning teacher duties for graduation.
- Dragos stated that he spoke to Merritt and Setterlund about graduation and Dragos said that teachers are not required to work the graduation ceremonies. Dragos said Setterlund advised him on the wording of the email. For clarity, the email does not require teachers to work the ceremony and the teacher work day ends at 12:34pm on that day.

**Issue 12: Approved field trips during CST/AP testing in regards to "Dead Week(s)"**

- Magana asked about scheduled field trips during the testing schedule/"Dead Week(s)".
- Dragos acknowledges the problem of students missing tests while attending field trips but stated that the individual teacher can request the student not attend the field trip.

- Dragos said that he is currently brokering the remaining field trips on a “case by case” basis and for next year, all field trips must be approved by him and vows to clean up the process next year.
- Dragos stated that period field trips during testing weeks are OK, as long as they don’t impact any other classes.

**Issue 13: Stability in current administration**

- DeGuzman took a few minutes to address the current instability of administration and questionable district decisions. DeGuzman said that FAC and the current administration can only be successful if there is stability. Santos will be moved to Leuzinger and Jobes will be moved to Adult Education.
- Dragos stated that he will be staying as principal and will have 3 new Assistant Principals from outside of the district. He does not know any of the new APs and also agreed with DeGuzman’s disappointment of yearly instability and inconsistency of administrative staff. Dragos wants to keep his current APs to help in stability.
- Dragos said that it is a district decision and Jobes said that it would be unwise for anyone (teachers or administration) to question the district’s decisions.

**Issue 14: Clarification on “End of Year” checkout requirement**

- Ichiroku asked about the “End of Year” checkout procedures.
- Dragos said that he will ask the classified staff to stay during their lunch time and will reward them by buying lunch of their choice. Classified staff will be available to sign off any paperwork on Thursday and teachers can still complete the checkout requirement on Friday, if needed.

**Issue 15: Senior Fail List**

- Faulkner-Camacho asked about the Senior Fail List
- Santos said it is coming up soon and Dragos said Friday, June 18 is the deadline.

**Issue 16: Update on perimeter gate for Lawndale campus**

- Dragos updated FAC on the proposed perimeter gate for the front of the campus.
- As a concession due to security concerns, the front gate will extend from the PAC and enclose the parking lot for Building 3 and 4 which will secure staff parking from theft and vandalism.
- Dragos said that the campus will also have an additional security staff member.
- Dragos stated that the maintenance gate in the back is closed more often now.
- Dragos also said that there will be an automated gate near building 3 that will be remotely operated to allow staff in and out of the lot. A camera and speaker/mic will be in place to allow entry

**Scheduled next meeting:**

**Friday, June 11, 2010 @ 3:15pm in Dr. 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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