

**Lawndale High School
Faculty Advisory Committee Meeting Minutes
June 12, 2013**

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 June 12, 2013 FAC Meeting

FAC Meeting Attendees:

FAC members present: Katie Frank, Paolo DeGuzman, Erica Harbison, Erika Magana, Ryder Rusert and Maura Tremblay

FAC members absent: NONE

Administrators Present: Joseph Guidetti

Meeting Time and Place

Wednesday, June 12, 2013 from 3:15 p.m. to 4:07 p.m. in the Principal's Conference Room.

Meeting Summary:

Several items were discussed such as an update on the trash situation, healthier lunch options to daily announcements.

MINUTES

Issue #1: Leadership Accolades

FAC asked JG what kinds of leadership accolades he has seen this school year on campus. JG stated that instructional strategies working toward the Common Core has been a primary focus. He also said that the master schedule drives everything. From the months January to June, the admin teams focus on success for the following school year. He also said that the rise of the new building (est. open date 2014) will erect new beginnings to enhance the campus environment and morale.

Issue #2: Phone tag

FAC asked for a status report on the front office phones not always being answered during school hours. JG said that Pat worked on it. The calls, however, are not rolling over to another line. FAC reported that the admin team phone number is not listed in the Cisco phone directory. This will be looked into.

Issue #3: "Don't be Tardy for the Party"

FAC asked JG how efficient the tardy sweeps have been since we started this semester. He said that the numbers are dropping. In order for teachers to see this, he was going to contact Mr. Lohman. He also stated that with the practice of PBIS, this program will address tardies with full force. Saturday school will continue to happen in order to recoup funding, along with addressing behavioral issues.

Issue #4: School's vision

FAC inquired about how the school's vision and mission will fall into place for the next school year. JG stated that it will go hand-in-hand with PBIS, driven by Common Core College Readiness and the Site Plan goal.

Issue #5: Trash

FAC wanted to know about the handlings of the accumulation of trash on our campus. JG stated that PBIS will make that one of their goals in addressing this on-going issue. Teachers have seen overflowing of trash cans on school grounds along with inside buildings. It was stated that the custodial staff is understaffed and are able to get those cans fully emptied. JG said that a reconfiguration of custodial charges needs to occur by having some type of organizational flow-chart. JG will work with M. Knapp on this.

Issue #6: Checking Out

FAC asked JG about end of the year check out procedures, mainly in regards to office staff availability. JG stated that mainly clerical staff will be working on this. There will be an office meeting on June 13 or the 14.

Issue #7: No Soap?!

FAC reported that the L buildings are still having issues with no soap in the students and teachers restrooms. Also, one of the student restroom doors is ajar. This issue has been on-going for the last two weeks.

Issue #8: Log Entry

FAC asked for an update on the use of the submit log entry form on PowerTeacher. JG stated that it is possible that Illuminate could function in this aspect. It is not a glorified DataDirector, in which Illuminate can do a lot more.

Issue #9: Morale

FAC reported that student and staff morale is at a low and wanted to know from JG what are some plans or ideas that would curb and eliminate this. JG said that there are issues in communication. He said that the admin team creates opportunities to people in order to voice their concerns. He also said that PBIS will focus on the central theme to work on this issue. There needs to be a better form of dialogue; a greater means of talk.

Issue # 10: Lunch

FAC reported that there needs to be a healthier lunch here at LW. Much of the food is not nutritious; it is high in sodium. There needs to be a higher quality of food. Places such as Redondo Beach Union High School have a wide-variety of food options for their students. A talk with Rob Hacker and Alicia Mendez is imperative to discuss food options. Also, it would be very helpful if water bottles were offered to students especially during times when the heat is consuming students and staff alike. JG is going to speak with Ms Klein about having ASB implement a forum for food service where students would get a voice.

Issue #11: More informed

FAC reported that department chairs are not always being informed about certain procedures that affect their department such as transfers and new hires. JG said that they are involved in the process. New hires are screened at HR during the first interview and then possibly a demo lesson will ensue. There is no hard and fast rule to this process.

Issue #12: Photography funding

FAC reported that there is a lack of funding for space, equipment, software, etc. If this course is offered to students, then it has to be offered adequately.

Issue #13: Listen up!

FAC reported that the announcements over the PA system are hard to hear due to either the announcers and/or the quality of the speakers. Another alternative is to post these announcements on the website, along with having the triangle bulletin board situated in a different area of campus where students can approach and look at the board, much like colleges do.

Issue # 14: Flyers

FAC reported that it seemed odd for teachers to distribute flyers that are not authorized by ASB (ex.: Hawthorne Dental).

Issue #15: Letterhead

FAC reported that it would be nice to have letterhead and envelopes available for teacher use.

Issue #16: Club funding rollover

FAC reported that some clubs were not informed that their money could rollover into the next school year's budget. JG said that ASB accounts are zeroed out at the end of each school year. Some of the clubs were not given the option to either have their account emptied out or rolled over to the next year. The money can be donated or a certain portion of monies can be gifted to the next school year.

Issue #17: AC?

FAC asked that since buildings 3 and 4 do have AC, would it be possible to at least have fans in the rooms, especially during the fall months. JG stated that the architectural firm will present the amenities for the new building. As of right now, there will be no AC units installed in buildings 3 and 4.

MR. GUIDETTI'S FORUM

Mr. Guidetti reported the following:

- None at this time.

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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The next FAC meeting will be scheduled for some time in the beginning of the new school year once the committee has been established.