

# Lawndale High School

## Faculty Advisory Committee Meeting Minutes

### December 8, 2010

#### Attendees

CVSTA Representatives Present: Paolo DeGuzman, Katie Frank, Kelly Henderson, Erika Magana, Hoang Mai (came during the meeting).

Absent: Erika Harbison

Administrators Present: Dawn Nelson, Angela Fajardo. Absent: Joseph Guidetti, Kelly Santos

#### Meeting Time and Place

Scheduled for Wednesday, December 8, 2010 from 3:15pm to 4:15pm in the Principal's Office.

Actual start time – 3:15pm; Actual end time – 4:17pm

### MINUTES

#### **FAC members and Administrators introduced themselves.**

##### **How FAC operates (DeGuzman)**

1. Questionnaire and survey
2. Monthly meetings
3. Series of concerns
4. Short Discussion/Debate
5. Minutes
6. 1 hour in length

##### **Purpose of FAC (DeGuzman)**

1. Keep admin accountable and decisions transparent
2. Be the “anonymous suggestion/complaint box” for the Lawndale staff
3. Provide possible solutions for Lawndale concerns to help rebuild the culture at Lawndale

##### **List of concerns:**

- 1. School Safety - Students illegally dropped off on Inglewood gate and Marine gate in the morning (Mai):**

Nelson said: there is security presence in the morning, traffic safety and concerns are discussed daily. The traffic flow is directed as best as possible, and she sent emails home. Robe makes phone calls. Police enforcement is occasionally there. Two years of construction has determined the current flow of traffic. The best we can do is encourage and educate traffic safety. There is talk almost every day about traffic flow patterns. If parents would cooperate it would help. DeGuzman asked if it is possible to bring back a motorcycle police officer as continued enforcement as past years. Nelson said Officer Hilliard talks to “us” all the time, and there were officers out there, not sure how often, but she knows they are there on a semi-regular basis. Fajardo suggested an email to Duane, and said the officer who was here has been recording license plates for offenders.

- 2. New/old safety officers – introduction to staff and their roles (Henderson):**

Nelson said she would put their names/intros on the LW website. DeGuzman suggested they be introduced at the next staff meeting and their posts. Nelson said that each evacuation zone has a specific security officer post/patrol area that is rotated every few hours so no one stays in the same place and all those areas are continuously covered. Fajardo said at the last security meeting, security officer Hans Reyes volunteered to come later so he could stay afterschool (8:00 am – 4:30 pm) due to the massive amounts of after-school activity (such as athletics) and no safety officer. The security team has worked it out to not violate their contract.

- 3. Riding bikes/skateboards during school hours (DeGuzman):**

- i. Students riding skateboards can injure themselves or others
- ii. Teachers/staff riding skateboards/bikes around campus is also a liability. Students question why staff is allowed to ride bikes/skateboards during school hours.

Nelson said she understands the issue, including the teacher violations, and that it is a double-standard (though it is understandable that it is a long distance from the old Lloyd campus to the front office with only a 6 minute passing period). Nelson recommends that teachers speak to teachers as a peer rather than administration speaking to teachers. Administration tries not to micro-manage people's professional behavior. Nelson said it would be nice if it was a peer thing rather than an administration

thing. DeGuzman asked if Nelson was suggesting that we as peers tell our peers not to ride their bikes during school hours. Nelson said, “Do you think it will be more effective than Administration telling teachers, ‘Don’t ride your bike on campus.’ I mean, I could do that, but it sucks.”

DeGuzman asked, “But isn’t it your role as an administrator to...” Nelson answered that is their role and they can tell teachers not to ride their bikes, skateboards, etc. during school hours and they will if that’s what teachers want. Frank said it can be addressed from teachers, but one mandated school rule would be ideal because then it’s everybody – a blanket rule, which would be best from administration. Then the teachers could help, maybe talk to people we do know who are still riding bikes. Henderson added especially during school hours.

Fajardo said she thinks that’s something they can look into with Mr. Cox, Fajardo knows it’s a safety and role-modeling issue, but they want to make sure with the distances that they we’re not violating some [part of the contract]. Frank suggested there be discussion on other options to get around campus for teachers or an alternative spot to get teacher mail, etc. DeGuzman asked about students riding their skateboards. Fajardo said administration is confiscating student skateboards, for example, during school hours if used. She suggested we look at the student handbook because students don’t have a place to store them yet so they carry them around campus. Fajardo then asked for an update on skateboard racks. Nelson said they have been ordered and should come in soon. Once here, enforcement would require students to lock them up using the lockable area for skateboard racks and not be able to carry them around campus.

#### **4. Marijuana use behind the gym (Frank):**

- i. Mass of students exited PE early. Smell of marijuana smoke permeated from a group of 100 students. Security investigated but no one snitched. No cameras behind gym.

Fajardo asked if anyone report this when it happened. She said to call administration immediately so that administration can do an immediate search. Call secretaries or email if we can’t get a hold of administration on the phone. FYI, when searches are conducted, administration needs to be present to avoid cases being thrown out due to illegal searches. DeGuzman asked for clarification on who qualifies as administration. Fajardo answered that administration to be present can be the Principal, APs, or Deans only. Frank suggested that administration inform the staff of this policy and have more cameras for better coverage. Nelson said she could show FAC after this meeting where the cameras are located and where they’re pointed, and she would talk to security about coverage needs.

Henderson suggested administration inform staff of the change in Security Officer Reyes’ hours.

#### **5. Locked doors – safety and admin have “philosophical” differences (Henderson):**

- i. Sometimes teachers discover their door is unlocked when they arrive in the morning.

Nelson said any unlocked door found in the morning is accidental. Fajardo said from current administration’s understanding, it’s up to the individual teacher to determine if they should keep the doors locked. Then she asked what the past practice for doors being locked has been. FAC answered that it has been a past practice directed from security and administration to keep doors locked at all times in response to safety regarding lock-down procedures and drills. Nelson said locking students out of class is a liability due to unsupervised students outside of class for up to 15 minutes or so. Her concern is that teachers send students out for behavior issues without supervision. DeGuzman said he thought her concern is not necessarily with the locked doors but with students being unsupervised. Nelson clarified that it (her concern) is both.

Nelson’s concern is students are unsupervised in the hallway, and the reason they are unsupervised in the hallway is because the door is locked and they can’t get into the classroom. Students have knocked and for whatever reason they haven’t been admitted to the classroom they are supposed to be in. Nelson said. “So, but yes – it’s the nonsupervision that’s the problem. Kids are being sent into the hallway without being supervised. You know, ‘Get out of my class – go, get out of my class. Go in the hallway,’ and then I see kids locked out in the hallways for 10 or 15 minutes – out of their classes. So, you’ve got to be sure that we’re not doing that.”

Fajardo added for us not to forget the student is outside. Henderson asked if it is reasonable to send students out for a bit to de-escalate a classroom disruptive behavior, and to wait for a break in the lesson to deal with the student. Fajardo said you have to ask what is reasonable. Is it 2 minutes, three minutes, 10 minutes? Fajardo thinks around 2 minutes outside to fill out a referral or transition the class in order to talk to the student sent out is understandable. Nelson said that’s the safest thing for us too as staff because we’re responsible for that child if that child is assigned to us. And it’s either got to be in our direct supervision or we have referred him and turned him over to security or the deans so that either way the child is supervised and not just in the hallways unsupervised.

Fajardo said she thinks also to know if the child is disruptive or very angry or very emotional, you send them but you call the Deans to let them know the child is coming so someone can have an eye out, or call security so they can get there quicker than anybody else. Nelson said administration is always here to help us with that.

Mai suggested administration to re-implement tardy sweeps, especially in the morning and also educate the staff of the administration concerns about students left outside for a long period of time with no supervision such as disciplinary actions a teacher can take to limit the amount of time students are out of class when they are sent out or not yet admitted to class. Nelson said this is why we have the progressive tardy documentation contract TDC procedures and the 2 types of tardies (under 30 min and over 30 minutes). She said we have to ask ourselves the philosophical question, “Do we want just a blanket detention for all tardies?” Nelson stated that the gates are locked at 8:00 am, and all students then need to come through the breezeway where the Deans give them a pass to class, but the Deans do not write the student names down – that’s the teacher’s responsibility to record the student as tardy – just like any other tardy. Then, if there are more than 3 tardies recorded for a student it is automatically flagged in PowerSchool because the Deans run the tardy reports all the time.

Fajardo said administration also needs support from teachers to take role properly. We are now starting Saturday School targeting students who are habitually tardy/absent (4 or more tardies). Next year administration wants to include behavior issues and unexcused absences. Henderson said not all teachers follow the TDC, and for those who do it is extremely tedious and a long process, so that may be why teachers just forget about marking tardies because they think if they mark a student tardy they will have to fill out the paperwork, call home, etc. It is a lot of responsibility on the teachers. Nelson said we you only have to do that one time. Henderson said if all the teacher had to do was mark “Tardy,” perhaps more teachers would do that, and then someone else would run the reports because the TDCs right now are extremely frustrating.

DeGuzman suggested that if the tardies are pulled from PowerSchool, can’t the calls home be made through ConnectEd? Fajardo said ConnectEd calls for absences – it does not call for tardies. DeGuzman said it also calls with announcements. Fajardo said she tells her parents to log on to PowerSchool and check. She can look into how to record a message [for tardies]. Nelson commented that the TDCs were in response to teachers wanting to know what disciplinary action was taken against students who were tardy, especially those chronically tardy. If we want further interventions (after the 3<sup>rd</sup> tardy), we have to document it. Henderson asked if when we do refer them to the Deans is everything happening – detention, SARTS, etc.? Nelson and Fajardo both answered yes.

Fajardo said one thing administration really wants to promote, and this is where they need teacher help, is making sure parents have their log-in info for PowerSchool. They will still have more training. Nelson said we need to be careful also that technology is not taking away from personal conversations with students – that it doesn’t become some automated phone call checking up on them. At least on tardy #3 the student knows you noticed and you cared enough to say, “Hey – what’s going on?” Magana commented that we used to give letters with parent’s codes during 4sr, and the students had to return them signed. So maybe that’s a possibility – that the codes can be broken down into 4SR teachers and we can give them to the kids. Fajardo answered that right now the reports are given to her in grade levels. Magana answered that is fine because 4SR is in grade levels. Fajardo said she can send a file that has the passwords for all the kids, and teachers can print out their kids.

Magana commented that it’s really easy to get those letters, cut and paste information, and make copies. And if you continue offering the trainings, maybe include that information in the letters. This would be effective. Post on the marquee that grades are online now. Fajardo said the only problem she sees is if the kid changes the password, because she had this problem at her old school. She will have to talk to Gil about it. Fajardo said one thing she asked during the 10 week report card was if it could be formatted to have at the bottom the password, but she hasn’t gotten a response yet. Nelson commented that a lot of parents have gotten their passwords through academy nights. For the rest of the parents, 4SR seems to be the best way. Fajardo asked about the letter and Magana and Frank explained what the letter said and how the whole process worked in the past. Henderson said she felt like all teachers need to have access to everyone, so when they’re talking to parents they can ask if they have their passwords and give them if they don’t. Nelson said with the PDF file this is possible.

**6. Some teachers consistently release students early before the bell rings (Mai):**

- i. FAC will remind the teachers about this

**7. Random adults on campus (Henderson):**

- i. Male collecting recycling from trash at the end of school

Fajardo said administration was unaware of this, and they need to know who this person or any unauthorized person, is so Guidetti can approach them and find out why they are here and if they need to be told to leave and/or cease their activities on our campus. Nelson said administration always stop people on campus they don't recognize and who are not wearing a visitor's badge.

**8. Lack of student supervision by administration (Frank):**

- i. Actively visible admin who discipline and observe what is going on with the students during nutrition/lunch/passing periods

Nelson and Fajardo said they been out on campus everyday. Nelson goes to the T-buildings and Fajardo is out in the "quad." Off-detention a Dean is out in the gym area or lunch line (Lohman) and/or the cafeteria doors (Waggoner) during lunch.

**9. Students loitering on stairs in building 3 and 4 during nutrition and lunch, as well as during class. (Magana):**

- i. Trash accumulated on stairs is a tripping hazard and district liability
- ii. Students frequently hang around in the hallways or stairs in buildings 3 and 4, playing ukuleles, eating, etc during class time.

Fajardo said to please send her a message (or any of administration) when we see this happening. Fajardo cell phone (323) 578-4238 please text a message to her. Nelson cell phone (310) 944-4247. Nelson said she is concerned about students having no covering during rain or intense heat. There is no other place to go besides classrooms or the hallways, stairs, or eaves. There are plans to have covered areas in the construction plans. According to Nelson, at this point, even temporary tarp covers are not a quick fix because they need to be approved through the California State Architectural Board with an incredible amount of regulations. So, what administration can do is continue to encourage picking up trash, giving them places to go during rain or heat.

Fajardo said if something is happening during lunch, call administration, via cell phone if needed, so they can contact security immediately via walkie-talkies. Nelson said it is an issue of personal responsibility on the students' part to clean up after themselves, and we must reinforce the "why" and not just say, "Do it."

**Final Thoughts (DeGuzman):**

We are out of time, so DeGuzman asked if Nelson and Fajardo could share what was discussed with the rest of the administration team, and what wasn't discussed – those items on the agenda time did not permit. He felt bad we didn't get to the rest of our items.

**Next Meeting (Magana):**

Next available dates are January 3<sup>rd</sup> and January 31<sup>st</sup> – both Mondays. Fajardo will not be here the 3<sup>rd</sup>, and the whole administration team wants to be present. Fajardo wants to go on record that Santos and Guidetti both wanted to be at this meeting but were sent to a conference at the last minute. January 31<sup>st</sup> at 3:15 pm will therefore be the next scheduled meeting. Fajardo requested Magana email this date to Gina (Guidetti's secretary) so Gina could notify all administration and put it in their calendars.

**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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