

**Lawndale High School
Faculty Advisory Committee Meeting Minutes
December 13, 2011**

Meeting Time and Place

Scheduled for Tuesday, December 13, 2011, from 3:10 p.m. to 4:10 p.m. in the Principal's Conference Room. Meeting began at 3:20PM and ended at 4:00 pm.

FAC members present: Paolo DeGuzman, Erica Harbison, Erika Magana, Maura Tremblay
Absent: Katie Frank

Administrators Present: Joseph Guidetti

***J. Guidetti requested a shorter meeting due to another meeting he needed to be in at 4:00 pm at the District Office.**

As per our contract, the following is the purpose of the Faculty Advisory Committee:

12.7 Faculty Advisory Committees

Each school site may form a Faculty Advisory Committee made up of 3-6 CVSTA bargaining unit members and the Principal to discuss and make suggestions to the Principal on issues affecting unit members on campus. The CVSTA representatives will be elected by CVSTA members at that school site.

- The committee will schedule monthly meetings.
- All committee members may place items on the agenda.
- Written summaries from the committee will be distributed to the staff.
- The committee can recommend waiving provisions of the contract for up to one year. Written waiver requests and supporting rationale must be provided to CVSTA and the District in a timely fashion. CVSTA and the District reserve the right to approve/ disapprove waiver requests.

We interpret this to mean it is our job to:

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

MINUTES

Purpose of FAC

J. Guidetti thinks it would be more effective to include all administrators rather than just him as stated in the contract.

BUSINESS TO REVIEW

Printers:

In December it was reported to FAC that the printers had been removed from the counselors and clerical staff in the Admin 1 and Admin 2 buildings. Staff was told to print to a centralized printer. Staff was concerned about possible confidentiality breaches as well as the inconvenience of having one centralized printer. J. Guidetti said the printers were removed in order to give them to teachers who needed printers. This was done for two reasons: 1. J. Guidetti said Administrators and counselors do not need their own printers, 2. It was done to save money instead of purchasing new printers for teachers.

Follow-Up:

J. Guidetti said that Helen came to him after [the printers were taken] with the sheer volume of what needs to be printed. With the budget crunch, it has been suggested to make all printers centralized. It would save a lot of money. J. Guidetti met with Helen, and there was a concern with volume. She is the only one who got her printer back. As harsh as it sounds, counselors will just have to deal with the situation and get up for their copies. With the budget the way it is, we have to crunch numbers.

Traffic Flow:

In November and December it was reported to FAC that traffic flow from parents dropping their children off is a huge problem. There are safety and congestion issues. FAC suggested on both occasions an alternative route whereby parents would enter off of Inglewood, be routed through the gate at the 300 Building, and be directed off campus through the Marine gate. People could still enter through the Marine gate and be merged into the "Out" lane coming from the Inglewood side, and this would reduce traffic and safety concerns (for our students crossing the street) for those who would have to turn right from Inglewood Avenue onto Marine Avenue.

Follow-Up:

J. Guidetti met with D. Eatmon and J. Waggoner, mapped it out, and they said it looks good. The person to deal with this is D. Eatmon. J. Guidetti thought the gate by the 300 Building was open in the morning. FAC informed him it is not – it's still closed. J. Guidetti said D. Eatmon said a security guard would have to physically stand there to keep it open. FAC thought there should be another way – FAC suggested parking a cart there or placing a mat over the sensor. J. Guidetti said he will look into this.

NEW BUSINESS

Issue #1: Telephones not being answered in the office

FAC reported that teachers have had to call security because the phones in the office have frequently not been answered. J. Guidetti agreed that there are staff members who have difficulty answering their phones. The roll-over to Gina is too much; she can't get her work done. Also, FAC reminded J. Guidetti that last meeting he said teachers would have administrator's numbers. J. Guidetti said he will give his number here (see solution below). This could be a reason security is on their phones so much, texting, etc., because teachers are contacting them.

Solution:

Gina and J. Guidetti will meet with someone in the phone department to see what can be done for roll-over (like a phone tree), and J. Guidetti will talk to classified about answering their phones.

Issue #2: Facilities; Stairs in Building 3 and 4, lunch area trash, Loyde quad

FAC reported the on-going problems with trash on stairs of building 3 & 4 and the Loyde quad. J. Guidetti said ASB is supposed to be working on this problem. J. Guidetti said R. Varea and S. Norris have met with him over this problem. J. Guidetti said that theoretically these areas should be the most clean after Nutrition and Lunch. ASB is supposed to be having a competition for "adopt a highway"-like contest. Kids are picking up trash for punishment. FAC reiterated the dirtiness of tables. Bathrooms are still not all stocked. The soap dispenser in boy's restroom by Loyde has Hot Cheetos in it, and there is no soap in the girl's restroom. FAC asked what is being done to get kids to throw trash away in the first place.

Solution:

J. Guidetti will speak with E. Mirabai about washing the tables. FAC reminded J. Guidetti of the bird wires we used to have. J. Guidetti said he spoke with R. Hacker about restrooms. J. Guidetti said he will speak with R. Hacker and E. Mirabai again about the bathrooms. J. Guidetti said he understands ASB will be working with teachers and students about “adopt a highway” for keeping areas clean. FAC suggested a partnership with MSA about campus cleanup. J. Guidetti suggested we use part of 4SR to discuss campus cleanliness and to get everyone on board to keep the campus clean.

Issue #3: Security; too few officers in the morning

FAC reported that there are too few security in the morning to be able to close gates/keep gates open in the morning. In October, FAC mentioned the possibility of keeping the Lloyd gate open a little longer. With only 5 security guards, they are not able to cover the whole campus - particularly since they are being called away to cover late teachers - to keep the campus secure. J. Guidetti said there wasn't enough covered in the afternoon so D. Eatmon changed the coverage times. FAC asked for clarification that there are 7 posts but only 5 guards to cover it. J. Guidetti asked for clarification regarding what the concern is – FAC reported that security is concerned they are appearing to not be doing their jobs when in fact they are being called away to cover teachers, open doors, etc. FAC reported there are not enough keys to cover subbing.

Solution:

J. Guidetti said security needs to be directed as to what their responsibilities are. Security should not be opening doors, covering classes, etc. J. Guidetti will speak with Shirley. J. Guidetti said security answers to Shirley or Administration – no one else. If someone else attempts to direct them, they should tell them “No.”

Issue #4: Tardy Protocol: What is it?

J. Guidetti said it depends....Plasco hasn't been working, if it's working, students should get a little print-out that says PASS. FAC wanted to know what happens if one student has a PASS but the next one doesn't? J. Guidetti said he doesn't think it's [Plasco] working. FAC reported a student returning from a probation meeting and said his probation letter was his pass. FAC wanted to know what the official passes look like. J. Guidetti asked what teachers are getting. FAC reported that teachers are getting nothing; students say attendance sent them and to just mark them tardy. FAC asked for clarification on Plasco. J. Guidetti said Dean Lohman and security should have the zipper, one gate open, and all kids come through one gate. We are supposed to have four, but we don't – the system is not working. FAC asked for a solution in the meantime. FAC asked if there are tardy sweeps.

Solution:

J. Guidetti said he will check with Dean Lohman and J. Waggoner to discuss the Plasco system and brainstorm solutions for the meantime. J. Guidetti said we need to do tardy sweeps.

Issue #5: Administration leading by example

FAC reported that teachers would still like Administration to lead more by example. J. Guidetti said Administration asked for specific examples. FAC reported this scenario: A student who has his hat on, and an administrator tells the student to put the hat in his bag. So if security or a teacher takes that

same hat from the student, there is no consistency. FAC asked if Administration is still rotating walking around and monitoring campus. J. Guidetti said Administration has been pulled out for half days and doing class observations, but teachers should still see Administration walking around. FAC suggested it would be more meaningful if Administration sees the campus at different times of the day.

Solution:

J. Guidetti said someone should be out all the time. J. Guidetti said Administration is being inundated with meetings, but they will work on this.

Issue #6: Discipline: possible disconnect between Administration and Staff

FAC reported that staff would like Administration to follow-through; we are all on the same page, and Administration support teacher's discipline. J. Guidetti asked if there have been further incidents since last time this issue came up. J. Guidetti asked for specifics since he is not hearing anything. J. Guidetti said he hasn't heard of any instance where a teacher didn't get something they asked for. J. Guidetti knows teachers don't want to do this, but if they're having an issue with discipline, he needs to know about it or he can't do anything about it. J. Guidetti said Administration is learning too – they need to know there is a problem. If a teacher is having an issue, they need to be able to come to J. Guidetti and tell him.

Solution:

J. Guidetti said for teachers to come see him if they feel there is a problem so he can do something about it.

Meeting Re-Cap:

FAC defined and explained their purpose as understood by FAC members. FAC reviewed two previously discussed issues, the printers and traffic flow. FAC presented new issues that have been brought to their attention: Telephones not being answered in the office, trash on campus continuing to be a problem, issues with security on campus including not being enough security, questions regarding tardy protocol, the need for further Administration leading by example, and solving the perceived disconnect between teachers and Administration in regards to discipline. FAC and J. Guidetti discussed several solutions for all issues presented here, and J. Guidetti committed to several avenues of follow-up.

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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*Minutes Prepared By: Erica Harbison

Next FAC meeting scheduled for Friday, January 30, 2012 at 3:10 pm in the Principal's Conference Room