

Lawndale High School

12/15/2009 Faculty Advisory Committee

Meeting Minutes

Notes taken by Erica Harbison

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

Meeting Time and Place

Scheduled for Wednesday, December 15, 2009 from 3:15pm to 4:15pm in the Principal's Office.
Actual start time – 3:20pm; Actual end time – 4:20pm

Review of Actions to be done from last meeting (according to D. Dragos)

- Regarding the wires put back on buildings – they've been ordered (had to order new ones because they old ones had to be cut down the middle)
- Regarding Cafeteria Incentive Program – in place
- Regarding more trashcans in the cafeteria – done
- Regarding Parent Volunteers – Union not excited about them, PTSA did not have any volunteers
- Regarding dividing the campus – no answer from whomever he asked
- Regarding boundary lines – Robe was not interested, but is changing security rotations throughout the day
- Regarding Tardy Policy – there is still an issue about the codes in PowerSchool, for now follow Kelly's email, there is an official policy in place for the time-being
- Regarding sending out a final Tardy Policy – done
- Regarding holiday absenteeism – so far it's not that bad (there was a clarification issue – D. Dragos thought it was referring to *teacher* absenteeism, everyone else assumed *student* absenteeism, J. Jobs declared both are at a minimum for this week before the break)

Robe requested an audience with the committee, which was granted

- Concerned about school safety plan
- Addressed issues from last minutes:
 - Red Lines: someone has to be there to enforce them. Some lines need to be repainted and then tell kids they will be enforced.
 - Compressing people leads to problems.
 - Enforcement of no students around bungalows: this problem is news to Robe. There needs to be coordination with all stakeholders about where kids are allowed and enforcement of boundaries. We need to set some guidelines.
 - Fencing off parking lot: can't happen due to critical incident, evacuation, etc.
 - Memo just went out to student drivers about a requirement for permits after winter break – violations are dealt with immediately with rescinding of parking permit. Robe and his crew check for license, insurance, etc. P. DeGuzman asked to put this memo (or a version of it) on announcements. E. Magana asked for the memo to be put on our website. D. Dragos asked Robe to send the memo to Kim (for announcements), and J. Jobs asked Robe to get him a copy for our website.
 - We need to give kids alternatives if we're going to cordon off areas, so give them some benches.
 - We have nine fixed cameras, the monitors are in Robe's office; we will have signs up soon; the cameras are recording 24 hours and he can go back up to 30 days – this helps limit liability to district.
 - Robe thinks the \$30,000 used to buy chariots for security should be/could be used more effectively for the students on this campus.
 - We definitely need benches.

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- PDA needs to be addressed! We need administrators to stand behind us on this. D. Dragos said they do make phone calls; Robe says if it's serious enough he calls home too.
- J. Ichiroku asked if the lines are doable and what happened to the stairwell signs?
- D. Dragos said they were going to be printed, but payroll took priority.
- Robe said the only way the signs will be effectively is if we give them an alternative.
- D. Dragos says benches are a landscape issue and are doable.
- E. Magana said a lot of kids are still hanging out in buildings 3 and 4.
- Robe said the wire he put up six years ago needs to go back up and would like to collaborate with administration on where they need to go.

Issue brought by Betty Setterlund

B. Setterlund brought to the attention to several FAC members the discrepancy between the Minimum Day Schedule and our contract. D. Dragos and J. Jobes said there will be a new schedule out probably tomorrow, they were just waiting for official confirmation.

Holiday absenteeism revisited

At the request of FAC, once he was able to join us, J. Jobes revisited the Holiday Absenteeism he brought up at the last meeting. The question on everyone's mind is, "What do we do?" J. Ichiroku asked what we're supposed to do. J. Jobes said the students have to go through him. D. Dragos said the students go to counselor first, and then get administrator's approval, then go through teacher, and finally get checked off when they bring work back to the teacher. The students have to do it *before* they leave though, not after the fact. J. Jobes doesn't want this to be encouraged for next year in terms of vacations rather than for legitimate needs such as surgery. J. Jobes also pointed out the difficulty in coordinating with teachers who have make-up work policies, etc., so he is trying to keep the incident rate to a minimum, and so far it has not been too bad.

Continuation of issues from the survey

Issue #1

Question #12 from the survey

Visibility of Administrators on campus

J. Jobes and D. Dragos said they are trying to be visible, but before school especially there is a constant stream of parent meetings they can't blow off. D. Dragos said they're out daily at lunch and nutrition.

P. DeGuzman asked about visibility for school functions after school. D. Dragos admits that while they try to coordinate their schedules, **they're not always at things**. J. Jobes said that there are only three of them, and D. Dragos said some things trump others. J. Ichiroku said there are safety issues if there's only a teacher supervising and no administrator, then asked if there's a plan as to what we're *supposed* to do rather than what we'd *think* to do. **D. Dragos said if there's a health and safety issue, call 911**; if it's not a crisis, call D. Dragos' cell phone (or one of the other administrator's cell phone). **If you can't get someone, leave a voicemail or text**. J. Jobes said usually the coaches will deal with someone*, if not Alex is always there as the Athletic Director*. J. Jobes said they're not counting on fights for events like MSA or BCA, but J. Ichiroku said sometimes things happen. D. Dragos said if it's anything where we think someone's health or safety is at risk, don't hesitate - just call 911 and we'll sort it out later because people are more important than stuff.

Regarding a school fire drill, D. Dragos said there was a fire drill, and he announced directions on the PA. E. Magana said she stayed in her room because she had no idea it was an actual drill. P. DeGuzman said

someone should have checked the rooms but no one did. D. Dragos said no one checked the rooms because they were dealing with the fire department**.

Another issue brought up was the fact that a lot of the students do not know who D. Dragos is. D. Dragos said he does visit classrooms, but predominantly those of teachers he's evaluating. J. Ichiroku suggested administrators be more visible to establish authority over students. J. Jobes said there's been a culture change in terms of allowing students more freedom such as listening to iPods and using cell phones during nutrition and lunch. D. Dragos said they're doing more expulsions. D. Dragos said they are dealing with discipline issues, but it remains a perception problem regarding teachers and students thinking nothing has been done – they (administrators) don't broadcast what they (administrators) do. J. Jobes urged us not to run with gloom and doom because he's noted it's been around. His experience is that as you believe it, so shall it be. They are working on some problem students. D. Dragos said it's a violation to inform teachers of a non 48900 offence of students being transferred to this school***. P. DeGuzman got us back on track regarding presence on campus.

Issue #2

Question #1 and 3 from the survey (same question, really, so it was combined for discussion)

Discipline Policy/Enforcement of said policy

D. Dragos reiterated that administration is following EdCode to the best of their ability. E. Harbison asked if administrators have been about writing the EdCode enforced on referrals and questioned the timeliness of suspension notifications. J. Jobes and D. Dragos said it's not practical to notify teachers of suspension.**** The problem is Rosa being backed up, so Rosa should now be the first to get notification of suspension so we will know on PowerSchool if a student has been suspended. FAC brought up issues of teachers being questioned during class whether the teacher is telling the truth about what's on a referral. J. Jobes said the referrals are not clear and he has to call teachers during class because teachers want students to be dealt with. P. DeGuzman just wanted clarification, and E. Magana added that authority is being questioned. J. Jobes said it's not being questioned, it's that they're (administrators) dealing with parents and the referrals are not clear. J. Ichiroku said she's just being approached by teachers who feel they're being questioned in front of the student/or against the student. D. Dragos said there are also problems with teachers sending kids out without referrals. Additionally, when he calls teachers it's for clarification on what they want done. D. Dragos requests that teachers simply be specific on what happened (for example, don't say "rude" say if they're using profanity, etc.) and what you want done. J. Ichiroku said teachers need to be more clear and administration needs to be a little more PC about how they approach teachers for clarification.

Scheduled next meeting

E. Harbison briefly re-capped the meeting, and we set a date for the next meeting. Next FAC meeting will take place on Wednesday, January 20, 2009 from 3:15 PM to 4:15 PM in D. Dragos' office.

Notes from South Bay United Teachers Executive Director Sandra Goins:

* Campus safety and supervision is an administrative responsibility. Teachers, counselors, athletic directors and others in our bargaining unit are not credentialed for, nor are they paid to do administrative work.

**An actual emergency IS NOT A DRILL. The fact that teachers did not know what to do and remained in their work locations underscores the need for emergency drills. It is imperative that everyone on campus know what to do in various emergencies (bomb threats, fire, earthquake, campus shooter, etc.) require very different plans of action.

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***The following is a list of offences which should trigger required administrative notification to teachers per Ed Code 49079.

48900(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. The principal is correct, administration does not have to notify you of any offences outside of this list.

****If a student has been suspended for one of these offences, it's the administration's duty to notify teachers.

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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