

**Lawndale High School
Faculty Advisory Committee Meeting Minutes
December 11, 2012**

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 December 11, 2012 FAC Meeting

FAC Meeting Attendees:

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

Administrators Present: Joseph Guidetti

Meeting Time and Place

Tuesday, December 11 2012, from 3:16 p.m. to 4:10 p.m. in the Principal's Conference Room.

Meeting Summary:

Several items were reviewed including old business items such as discipline actions, absences and tardies. Some new business items included students being let out of class early and security camera installations.

MINUTES

OLD BUSINESS

Issue #1: Discipline, Peer Mediation, Tardies & Focus Walks

The district is looking into implementing a system called PBIS (Positive Behavior Intervention and Support). This system will be discussed in further through meetings in January and have this change starting the second semester. JG said that this is a big program, jumpstarted by administrators, with having a committee of teachers (6-10). There is a set cost of \$6,000 for training purposes that will be through LACOE along with administrators and the dean. Part of this program will include the character counts system, which strives on having tardies and discipline issues decrease, while achievement increases. Peer Mediators (including peer counseling and tutoring) were also mentioned in having this service brought back for the LHS community. This happens to be a large facet of PBIS. As of now, there is not enough site funding for training.

In addition to this system, FAC reported that teachers would like the discipline code sheet as a reference to the discipline and suspension sheets teachers receive in their mailboxes. JG is going to speak with Mr. Lohman about this.

As for absences and tardies, FAC reported that there was a student who apparently ditched class for 2 months solid and was then rewarded to be a TA.

JG addressed to the admin team about Focus Walks being used as STULL evaluations. It was reiterated that the Focus Walks are not to be used as STULL evaluations.

NEW BUSINESS

Issue #1: Classroom Cleanliness

The A bungalows are now being vacuumed; however the L and T buildings are not being cleaned. Mark Knapp (Maintenance & Operations) has been notified of this.

Issue #2: Being Watched?

There are various security cameras that are being set-up and installed. Admin is not being told where they are being installed. There are, in fact, cameras near the locker rooms.

Issue #3: In the Dark

FAC reported that the L buildings do not have a sufficient amount of outside light. The only light being projected is from the small porch lights, which all do not work properly. In addition, main campus does not have sufficient lighting near the main office, the gym, CVCA and the A buildings.

Issue #4: Theft

FAC inquired about the theft incident that occurred in the boys' locker room in early December. Teachers did not receive any follow-up about the incident. JG informed FAC that an investigation has been launched and there are three freshmen suspects. JG explained the suspects got a hold of bolt cutters during 3rd period and in one hour, stole personal items. JG is confident who did it, and police are investigating the matter. Apparently, master keys were stolen and therefore the culprits committed their crime.

Issue #5: Before the Bell Rings...

FAC reported that teachers are still seeing students meandering the campus several minutes before 6th period bells rings. It is speculated that this is happening when subs are present. It was suggested that subs need to have a set of rules and protocol when they are on the job.

Issue #6: Is Everyone in Attendance?

FAC reported that the attendance reports are not always given to teachers in a timely manner, therefore preventing them from returning according to the deadlines. It was stated that the attendance office will ask for a report half-way through the work day making it somewhat of a struggle to turn it in promptly. It was also stated that the district office is slowing down the process to get in reports in a timely manner. JG is going to find out the issue with this.

Issue #7: Faculty Meetings

FAC reported the on how the last faculty meeting was cancelled on such short notice (about 30 minutes prior to the meeting) seemed to be uncalled for. JG stated that at that time, too many people were absent due to overlapping meetings; therefore he cancelled it at the last minute. The English Department, however, will continue to have separate meeting during this time to prepare for the Common Core standards (they will collaborate in a separate location). It

was also reported that there needs to be a sense of uniformity for Lawndale, and that needs to be addressed during the faculty meetings.

MR. GUIDETTI'S FORUM

Mr. Guidetti reported the following:

- Regarding PBIS, he wants teachers to be informed about this process and to really get the word out, so it can be productive, proactive and successful.
- JG would like more uniformity amongst teachers, especially their input.
- When it comes to teachers interacting with our student demographics, many do not have the proper training. There needs to be a type of workshop, etc. that will address certain issues.
- JG mentioned the "Freshmen House" concept where there are administrators, counselors, deans and teachers, that would be an entity structured differently, catering to incoming 9th graders.

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: Ryder Rusert Jr.

Next FAC meeting scheduled for January 17, 2013 at 3:10 pm in the Principal's Conference Room.