

# Lawndale High School

## 11/17/2009 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. Jobes, Kelly Santos (arrived late due to District PowerSchool Training)

#### Meeting Time and Place

Scheduled for Tuesday, November 17, 2009 from 3:30pm to 4:30pm in the Principal's Office.  
Actual start time – 3:35pm; Actual end time – 4:35pm

#### Introductions

FAC members introduced themselves to the administrators. Now we all know each other by more than just names  
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#### Explanation of the Purpose and Process of FAC

E. Harbison reviewed the purpose of FAC from the CVSTA contract, adding that we are just messengers. In general, FAC hears suggestions and concerns from staff members and relays them to administrators. Administrators respond via FAC, and we report back to staff.

#### Explanation of FAC Survey

P. DeGuzman reviewed the process of the recent survey conducted by FAC and the results (results were placed in mailboxes already. If you would like a copy, please contact Julie Ichiroku). Copies were handed out to all administrators. FAC has decided to tackle all issues from the survey beginning with the numerically biggest concern and working our way down the list, addressing as many during this meeting as time permits and continuing down the list at subsequent meetings.

#### Issue #1

##### Question #2 from the survey

##### The Discipline Policy

K. Faulkner-Camacho asked if there's a written discipline policy. D, Dragos said he's working off of Vince Bravo's notes. D. Dragos said he's moving toward revising the policy to align with EdCode - problem being there were two extremes and illegal practices. K. Faulkner-Camacho asked for clarification on which EdCode D. Dragos is using, to which he replied #48900 A-M primarily (D. Dragos quoted the EdCode and discussed his use of it). D. Dragos said part of the problem is people don't know what happens between the administrators and students after the teacher writes a referral and sends the student to administrators due to confidentiality issues. J. Ichiroku asked D. Dragos if he knows the reason why this is a big issue, and D. Dragos said it's largely perception. K. Faulkner-Camacho brought up the lack of manpower, asking what will happen if discipline gets out of control - would the District give us a dean or something? D. Dragos answered that he does not believe it is a consideration at this point, but we have less discipline issues and enrollment than the other sites. E. Harbison asked if there's something, as in a written policy, we could bring to the teachers, and D. Dragos said he takes care of it and students are expected to repair the relationship. J. Ichiroku asked when the policy will be created. D. Dragos said he's busy working with kids rather than writing policies, it's not something you chisel in stone so his focus is being consistent with EdCode. D. Dragos said his main focus concerning discipline is working with students for behavior modification. J. Ichiroku pointed out that the teachers will want a date. D. Dragos said policies are enforced according to the letter of the law, he's trying to follow established policies but sometimes it's not in best interest of stake holders to be stringent. D. Dragos reiterated that he has authority to modify our policies, and has/does. J. Ichiroku suggested that D. Dragos give us something to hand teachers, perhaps highlighted EdCode. D. Dragos said he has more pressing issues to handle than writing out a policy, such as WASC, he has to get to first. In the meantime he's sticking to EdCode and using teacher reports to guide EdCode. P. DeGuzman suggested D. Dragos write the EdCode enforced/used on referrals so teachers can see them. J. Ichiroku asked about a timeframe for getting referrals back. D. Dragos said the process must be completed, and he won't pull them (students) out of an academic class for tardy issues, but will for

discipline issues (so in general, the referrals will get back to the teachers as soon as possible after the process has been completed). D. Dragos' ultimate goal is to create a discipline policy based on the EdCode he's using.

## Issue #2

### Question #14 from the survey

#### Cleanliness of Campus

D. Dragos wanted to put wires back up on the buildings a while ago to keep the birds away, but was having some issues (no positive response or action). Nevertheless, the wires will be going back up on the buildings. We need to move kids off stairwells and ask them to pick up their trash. K. Faulkner-Camacho asked if it's possible to limit areas available for students during lunch. D. Dragos said they're not allowed in bungalow area or parking lots already. The baseball field is open because we can see it. The cafeteria manager Ron Hacker is working on an incentive program using cafeteria fund money he can use to pay student supervisors. K. Faulkner-Camacho asked if it's against EdCode to deny kids dances, etc. if the campus isn't cleaned. D. Dragos said to check with ASB first since they are in charge of those things. J. Jobes said we used to pay teachers to monitor, the pigeons are really doing the trash thing because they go after the food, and we have a brand new plant manager here that's on top of things - Eric Mirabel (lack of supervisors was hurting us, but now we have one). J. Ichiroku asked about inside trash (cafeteria). D. Dragos said it's part of the plan (adding trashcans). E. Magana asked about parent volunteers. D. Dragos said he's looking into it, but if it's a potentially paid position we'll have trouble [from the District]. D. Dragos said we're trying to get volunteers to help. J. Ichiroku asked if there's a timetable for the incentive program. D. Dragos said Ron Hacker got waylaid (Kim Merritt is standing by and ready to handle the incentive program through ASB when R. Hacker says he's ready), and he hopes for the week after Thanksgiving break to be the beginning of the program. P. DeGuzman asked if it would be helpful to supervision to draw lines on the ground. J. Jobes said if it's not manned it means nothing. K. Santos said here (at Lawndale High) we have kids that would follow the lines. K. Faulkner-Camacho said there was a gate in her day that separated the parking lot so students couldn't get to their cars. D. Dragos asked for clarification from K. Faulkner-Camacho on dividing the campus, and then said he'll ask. P. DeGuzman asked if there's EdCode to support lunch line boundaries. J. Ichiroku asked for there to be either lines or rules on boundaries. D. Dragos said he will work with security on this. D. Dragos said there are cameras around campus, covering every parking lot and the two exterior public areas. They're not in classrooms, hallways, or bathrooms due to privacy issues. In the meantime, here are some photos of the cafeteria following some clean-up from a recent lunch time (see if you can spot the trash....), courtesy of K. Merritt via P. DeGuzman:



## Issue #3

### Question #6 from the survey

#### Tardy Policy

D. Dragos said we're working on it with the Kitchen Cabinet, Department Chairs, and tardy sweeps. He said it's working, but it is a work in progress. There doesn't seem to be a lot of repeat offenders with mid-day tardies. K. Santos said a lot of the 8 AMs are repeat offenders, there was a good response to the parent meeting on tardies,

and she doesn't want to go the suspension route but will if final notices sent out today aren't acknowledged. K. Santos said final tardy policy should come out after Thanksgiving Break. J. Jobes said he had a long meeting with Linda Tucker and others with the ultimate goal being that teachers shouldn't have to deal with tardies at all. [They] are trying to get to something that will trigger the automatic letters, but there are still glitches with PowerSchool. Hopefully this system will be going soon, and this will kick-start the SART process. D. Dragos said with SART it becomes a legal issue with parents. D. Dragos said a suspension doesn't necessarily phase them (students, particularly repeat offenders and/or those who don't serve their detentions for tardiness), but SART will get their attention which is why we're moving toward this process. K. Santos asked if, for now, is there a way to make it easier instead of doing referrals? D. Dragos said he likes the official referral forms. J. Jobes said there's a lot of man hours involved in this. J. Ichiroku said in the meantime, this one had the most comments so what is our policy? D. Dragos said the policy is same one he's emailed to staff twice. J. Ichiroku asked for him to send it one more time (as of this writing, it has not been sent again). E. Magana said teachers are complaining that students are serving detention on their cell phones. D. Dragos said they are stopped but administration is doing this on their own time so they're doing the best they can. K. Santos said a lot of hers (detentions) are serving lunch detention which is why she's not out walking around. She requires they do schoolwork or read a book. J. Jobes said another issue that will come up is holiday absenteeism. (This item will be revisited at the next meeting).

### **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 Thursday, December 10, 2009 from 3:15 PM to 4:15 PM.

### **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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