

**L.A.S.E. EXECUTIVE COMMITTEE**

**MINUTES**

**//late.ehea.us**

**April 4, 2017**

Treasurer's Report: Popio (x1352)

- Treasurer's Report Submitted and approved

Secretary: Brown (x1424)

- March Minutes submitted and approved

Classified Vice President: Svetlak

No concerns at this time

Certified Vice President: Thomas (x1427)

No concerns at this time

Uniserve: No concerns

Cafeteria: No concerns

Custodial: No concerns

Transportation: No concerns

Secretaries/Aides/Intervention Assistants: No concerns

E.J. Blott: See attached report

W.S. Guy: No concerns

LHS: February concerns submitted, see attached report. No concerns for March.

**L.A.S.E. EXECUTIVE COMMITTEE**

**MINUTES**

**//lase.ohea.us**

**April 4, 2017**

**Old Business:**

- M.O.U. signed for custodian return.
- Interest remains to meet monthly with superintendent and also in resuming health insurance committee. A letter of interest will be drafted.

**New Business:**

Suggestion to form an election committee for next year's LASE offices.

**Reminder: When meeting with an administrator, always have a LASE member with you!**

**Next Board Meeting: April 24, 2017**

**Check for postings on the Web! //lase.ohea.us**

**NEXT LASE EXECUTIVE MEETING: May 2, 2017 3:30 Commons Library**

**Respectfully submitted:**

**Amy Brown  
LASE Secretary**

# Register Report

3/7/2017 through 3/31/2017

3/31/2017

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 3/6/2017</b>								
3/7/2017	Checking		Service Charge	February	Fees & Charg...		c	17,292.28
3/17/2017	Checking	DEP		payroll 3/16				-2.00
3/20/2017	Checking		OEA	2016-2017 ...				4,264.20
3/30/2017	Checking	DEP		payroll 3/30				-8,917.15
<b>3/7/2017 - 3/31/2017</b>								
								4,264.20
								<b>-390.75</b>
<b>BALANCE 3/31/2017</b>								
								<b>16,901.53</b>
<b>TOTAL INFLOWS</b>								
								<b>8,528.40</b>
<b>TOTAL OUTFLOWS</b>								
								<b>-8,919.15</b>
<b>NET TOTAL</b>								
								<b>-390.75</b>

D. DePio  
4/3/17

New Business:

There is a rodent smell in room 117 that needs to be addressed as soon as possible. The smell is also permeating down the hall. If the smell cannot be corrected, can the teachers move to a new location? Option to move to back room. Will try to correct over spring break.

*We had the room checked out. Jeff checked the univent, Mike checked the ceiling. Couldn't find anything. Mike said the night time custodian cleaned. The teachers can definitely move if needed.*

Teachers are getting new students without being given 24 hours notice to prepare for the new students. Teachers need this time in order to provide desks, materials, make more copies and review the student's file/IEP.

*The procedure the office goes by is that if they are registered before noon then they would start the next day. We can discuss if needed. Will change to 24 hours notice.*

When new students are registered, teachers should be given a copy of RIMPS, diagnostics and medical forms. If these are unavailable when the student first comes, the teacher should be made aware when this information is put into their permanent file.

*We can do that with the info comes in.*

When new students come with extraordinary needs, (IEP and/or behavior issues), there needs to be a meeting with the assigned teacher prior to the student's starting date. I agree. Also included should be the specials and lunch and recess aides.

*We will begin to do this.*

Can there be a plan in place, or a trained person to call in case of a severe behavior situation when a student needs to be immediately removed because of safety concerns?

*Right now it's just Judi or I. We are looking into options for next year concerning these students with behavior issues.*

The copy machines are continuously jamming and/or not working. There is never any paper or book staples in the library. When will we be getting new copiers?

*Should be here this week. There will be a trainer available during the day for training.*

M.P.

S.S.

P.E.

## LIBERTY HIGH SCHOOL

### February 2017 - Building Concerns

1. A staff member asked about the response to one of the items from last month - substitute teachers helping students with assignments. The staff member feels that students should get help from teachers and not substitute teachers.
  - Substitutes are present in the building to assist the building and the teachers. On many occasions, they have helped students make great progress in a class and on assignments. They are here and paid to continue the educational process when teachers are not present. If a teacher does not want a substitute teacher helping his or her students with work, please leave a note in your sub plans. If a specific incident occurs or if there is an ongoing problem with a specific substitute teacher, this needs to be brought to the attention of the administration and will be addressed specifically with that substitute teacher.
2. There have been some instances where staff feel that they are being "left in the dark" about situations involving students. In some cases, the students have known more than the staff. In other cases, there are misinformed rumors circulating among the students. The staff cannot address the issues or diffuse the situations because they have not been provided any information.
  - It is not the intent of the administration to make staff members feel that they are left in the dark. However, the administration has been tasked with the responsibility of making administrative decisions. Unfortunately, every administrative action cannot and will not be shared. The administration will continue to use its discretion as to what needs to be shared corporately. What will serve us best is if a staff member has a specific question or concern, please ask the administration. Issues determined to be of immediate and corporate concern will be shared with the staff. Many times students have more information because their peers choose to share that information with them. Again, if teachers are hearing things that are concerning, the best thing to do is simply see Ms. Joseph or Mr. Adduci.