

L.A.S.E. EXECUTIVE COMMITTEE
MINUTES
//lase.ohca.us

December 19, 2017

Treasurer's Report: Popio (x1352)

- Treasurer's Report submitted and approved

Secretary: Brown (x1424)

- November Minutes submitted and approved

Classified Vice President: Svetlak

No concerns submitted at this time

Certified Vice President: Thomas (x1427)

No new concerns submitted at this time

Uniserve: No rep at this time

Cafeteria: No concerns

Custodial: No concerns

Transportation: No concerns

Secretaries/Aides/Intervention Assistants: No Concerns

E.J. Blott: See attached

W.S. Guy: No concerns submitted at this time

LHS: See attached

Old Business:

- Someone is needed from WSG or EJB to sit in on the Sick Leave Bank Committee.
- Next year we will have 27 pays instead of 26. Options include pays being less stretched out over 27 pays or continuing with 26 pays with one 3 week gap. Insurance and dues will be looked at to see how that impacts each pay. Any staff with input can submit ideas to Robert Diroll.
- Language needs addressed for conferences to make it fair for all buildings. Email any suggestions to Robert Diroll.
- Clarification for personal day restrictions is needed.

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December 19, 2017

New Business:

Representatives from OEA came to speak to membership.

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

Next Board Meeting: January 8, 2018

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

**NEXT LASE EXECUTIVE MEETING: January 23, 2018 3:30
Commons Library**

Respectfully submitted:

**Amy Brown
LASE Secretary**

Register Report
11/28/2017 through 12/19/2017

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
BALANCE 11/27/2017								
12/14/2017	Checking	DEP		payroll 12/7	payroll			15,918.27
12/18/2017	Checking	1572	OEA	dec. paymen...	Dues			4,589.50
11/28/2017 - 12/19/2017								
BALANCE 12/19/2017								10,783.80

TOTAL INFLOWS 4,589.50

TOTAL OUTFLOWS -9,723.97

NET TOTAL -5,134.47

Handwritten:
D.P.
12/19/17

BLOTT LASE CONCERNS For December

Please respond by Tuesday, Dec. 19 before 12:00. Sorry for the short notice. Thank you, Holly and Donna

1. Staff members need more than one option for the call off procedure. The new procedure requires the use of an app or a computer with internet. Both of these options are expensive (700+ dollars) and require an additional expense of an internet service. Staff members are also unsure if the message was received. I will bring this up at next administrative meeting and with Tony. I also have some concerns about the system I want to figure out.
2. Teachers are overwhelmed with the excessive amount of preparation for the new ELA program. The preparation time exceeds the planning time that is given to the teachers. Most of the materials need to be assembled.
3. More common planning is needed for meeting with the Reading Coach. What time is she available to address questions?
4. The odor in the first and second grade hallway is getting increasingly worse each day. What has been done to fix this problem? If this hasn't been addressed, can it be cleared up during the holiday break? They have looked and not found anything. I agree it smells bad. To me it smells like a dead animal. They haven't found any so it makes me think there is something else causing it. I will put a work order in for the break for them to check vents and drains.
5. Recess and Cafeteria monitors would like to have a sub replace them when they are out. It is difficult to handle an additional group of students or monitor the students in the cafeteria when there is no sub.

lack of subs

*I know they are trying to get more
approved*

Mr. Palmer
Donna Stuber

Blott Union Concerns


Teachers are overwhelmed with the excessive amount of preparation for the new ELA program. The preparation time exceeds the planning time that is given to the teachers. Most of the materials need to be assembled.

As with any new program / initiative the first year is always a year of learning and preparation. Therefore, it is understandable that additional time is required this year. As teachers become more familiar with the materials and lesson plans, timing should improve. Most components of the framework do not have materials that need to be assembled. However, phonics and grade 1 LLI do but after the initial year this will no longer be the case. Do your best to pace yourself and work collaboratively to accomplish tasks as we work through this year.

More common planning is needed for meeting with the Reading Coach. What time is she available to address questions?

8:00-8:30; 9:30-11:00; 12-1:30; 3:05

Sunny can meet during the times listed above. However, please schedule a time with her through email to ensure availability due to meetings, curriculum planning and material organization.


Donna Stuber

LHS

Liberty High School Building Concerns

Month November 2017

Meeting Date 12/15/17

Present

1. It is a consistent and reoccurring problem that teachers call the office and no one picks up a phone. This is not an occasional problem, and it is a very serious problem.

There is someone in the office throughout the entire day. Please use both extensions if needed 1101 and 1102. We will ensure that an internal call takes priority. Please understand that office staff is constantly responding to parents, students, visitors, district personnel, etc, so there may be a time that you do not get an immediate answer.

The office staff will try to keep a better handle on answering in-house calls.

2. We often don't get replies to emails, or when we do, they often aren't timely, sometimes taking several days or more.

Office staff reply to emails within 24 to 48 hours. That is the response time that I have requested, when possible. If there is an urgent matter, teachers should call down or stop in.

Administration tries to respond to all emails within 24-48 hours.

3. Students are sleeping in ABI on a regular basis. Removing a student from a study hall to let him or her sleep in ABI is no consequence at all.

Teachers having concerns about their students in ABI should see an administrator.

Ms. Joseph spoke with ABI teachers about reports of students sleeping.

4. There are rumors abounding regarding next year and possible upcoming changes. Many teachers are feeling very unsettled and uncertain about their jobs. When we will be clued in on what is going on, aside from through the spread of rumors. We are hearing things from students and community members, which makes us look foolish. Additionally, there seems to be work going on in room 1087. What are the plans for this room?

The administration is aware that many rumors have some staff members unsettled. Mr. Nohra, Superintendent of Schools, is addressing these concerns at the Chat Sessions. Although they are optional, concerns staff members should attend. Ms. Joseph requested that the floor be replaced in 1087.

5. We've heard that several of the cameras don't work. Is this true? If so, when will they be working? This is a safety concern.

Mr. Daniels, our Technology Coordinator is aware of all issues with cameras.

Unfortunately, the number of cameras we have cannot cover our entire building, so please continue to keep open eyes and ears.

Camera near Mrs. Songer's room is not working right now. Please keep an eye on the restrooms, etc. in this area.

6. What is the official teacher start time? Some say 7:20 (since we're expected to be in the halls at that time); some say 7:25 and arrive at that time. Which is correct and what is the expectation in the morning.

Official start time for teachers is 7:25.

7. Can we please have a definition of disrespect and what disciplinary action is taken when a student is disrespectful?

We will not adopt one definition of disrespect. Some teachers are writing a detention for disrespect others are using emails or office referrals. Every teacher defines disrespect differently in his or her classroom. Please review the Menu of Consequences in the Student Handbook. Also, please provide a detailed account of the event. Teachers should explain the incident surrounding the "disrespect". Writing "disrespect" on a detention slip or in an office referral is not limiting when the administration is addressing the issue. The administration will determine an appropriate level of discipline.

Please provide a description of what happened to help admin. determine the appropriate consequence.

8. At the ALICE training, we were told we were getting buckets for our rooms. When will we get these?

We have no updates on the buckets.

If anyone feels the need for a bucket please see Ms. Joseph, she will get the supplies.

9. When there are school activities happening or planned, can we please be informed in advance? We often hear things from the students or they ask us about things they've heard and we aren't informed and we look foolish and disconnected from things. Some students assume this means we don't care and aren't interested.

Any time there is a school activity, notifications are sent out via email. If a teacher is hearing rumors of something that has not been emailed, please ask an administrator or secretary.

Ms. Joseph will continue to send out weekly updates to inform us of anything happening in the school. Please continue to read emails to remain informed.

10. Attendance. At what point do students need official documentation for their absences? There are currently students who have missed 20+ days, all of which are excused. Because they are excused, we are required to give them work to make up, so they aren't seeing any consequences. We know attendance is now based on hours, but there are several cases of excessive absences.

The attendance policy is outlined in the Student Handbook. Attendance reports are issued daily AM and PM. Specific questions can be directed to Mr. Cardiero.

If a student has an excused absence we are required to allow them to make up missed work.

The office is trying to contact doctors that may be too generous with providing students with excuses.

The steps and consequences for student absences are available in the student handbook

11. Communication needs to be improved. We aren't informed of new students (teachers were informed of a new student second period the day a student started); we were not informed of special education students missing two days for testing. Too often we are the last to find things out (see #4 and #9 above).

Information is provided upon receipt of the information. Please understand that things change very quickly in our school. It is the nature of the industry. Everyone will have to be flexible at times. The same flexibility and understanding that is often requested (via schedules, leaving early, extended deadlines, using planning time for personal reasons) should also be granted among colleagues. NOTE: If a student comes to register for school, the law indicates that they are entitled to start immediately. Teachers are notified as soon as the student is cleared to start. Unfortunately, that is sometimes the same day. The education of a student cannot be delayed because it is inconvenience for the teacher. We cannot operate that way. The Guidance Department will always seek to keep everyone informed. Notifications were sent out by the Special Education Department and the Guidance Department concerning testing.

Revisit from last month:

1. Can we please get two days' notice of students who are going to ISS? This doesn't include situations that require a student to be placed there for a specific incident during

the school day. This is in reference to teachers being sent an email at the end of a school day to have work ready for the morning.

Students are placed in ABI when they need to be removed from the classroom. The behavior intervention and the need for that student to be removed becomes the priority. Two days notice is provided, when possible. Students in ABI should be receiving the assignments that have already been planned and prepared by the teacher for that week. If the classwork that is prepared for that day is not feasible, it would be okay for a teacher to inform the ABI Instructors that additional time is needed. The teacher can send the assignment down with another student.

2. We get information about the reason students are suspended from school from the students or the community. Shouldn't be informed of the actual reasons so that we can stop the spread of false information or exaggerated stories? Again, we understand the right to the privacy of our students, but it seems unreasonable and makes us feel like we can't be trusted with pertinent information.

Teachers who have concerns regarding a student in their classroom are always welcome to see an administrator with those concerns. No teacher who has requested additional information regarding a student in his or her class has been denied that information by the administration.

If a situation arises in which everyone could be affected, a meeting will be arranged to address the issue and provide teachers with as much information as possible.

3. The issue with the one substitute in particular has not improved. She neglects to take attendance, she sleeps, she discusses her past lives, she leaves the desks and materials a mess, and she cannot control the students.

That issue with the substitute has been resolved.

This sub is still being used in the other buildings and if no more issues come about, she may be able to sub here again as well.