

**L.A.S.E. EXECUTIVE COMMITTEE
MINUTES
//late.ohea.us**

November 28, 2017

Treasurer's Report: Popio (x1352)

- Treasurer's Report submitted and approved
- Budget estimate submitted comparing last year's expenses with this year's expected expenses.
- Condolences to Jill Hosick on the loss of her husband and Gary Hendrick on the loss of his mother.
- First payment has been made to OEA
- New staff is updated.
- Motion to purchase more cards and stamps. 1st D.M., Second M.S. Motion approved

Secretary: Brown (x1424)

- October 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

Old Business: Concern about planning time for LLI staff at Blott addressed in Blott concerns (see attached)

Uniserve: No rep at this time

Cafeteria: No concerns

Custodial: No concerns

Transportation: No concerns

Secretaries/Aides/Intervention Assistants: Concern about condition of parking lot and sidewalk in winter

E.J. Blott: See attached

W.S. Guy: Clarification still needed on subbing concern. Some additional concerns are in the process of being addressed with administration.

LHS: See attached

L.A.S.E. EXECUTIVE COMMITTEE

MINUTES

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November 28, 2017

Old Business:

New 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.

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

Next Board Meeting: December 18, 2017

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

**NEXT LASE EXECUTIVE MEETING: December 19th 4:00
Commons Library**

Respectfully submitted:

**Amy Brown
LASE Secretary**

Register Report
10/25/2017 through 11/28/2017

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/24/2017								
10/27/2017	Checking	DEP		payroll 10/26	payroll		c	11,743.08
11/7/2017	Checking	1569	Jill Hosick	death of hus...	Condolences			4,550.86
11/7/2017	Checking	1570	OEA	nov payment...	Dues			-25.00
11/8/2017	Checking	DEP		payroll 11/9	payroll			-9,499.97
11/26/2017	Checking	1571	Gary Henrick	death of mot...	Condolences			4,586.80
11/27/2017	Checking	DEP		payroll 11/22	payroll			-25.00
10/25/2017 - 11/28/2017								
								4,589.50
								4,177.19

BALANCE 11/28/2017

15,920.27

TOTAL INFLOWS

13,727.16

TOTAL OUTFLOWS

-9,549.97

NET TOTAL

4,177.19

D. P. P. P. P.
11/28/17

Blott

Nov. 28, 2017

After reviewing the LLI master schedule, it appears as though there is extra time available that the LLI teachers might be able to instruct another small reading group. Do the LLI teachers have any available time to take another LLI group? They are given a 30 minute planning period each day for "district data". What is district data time used for? Could this be a time when another group could be serviced?

There is no extra time for another group to be serviced as each time slot may run over or be delayed. The "district data" time is for recording data from assessments and will eventually be used by teachers.

Mike Pahn
Dorinda Stuber
Shelly Muncie

Liberty High School Building Concerns

Month October 2017

Meeting Date 11/01/17

Present MK Scudier, J. Cardiero, A. Joseph

Teachers are required to sign passbooks or write a pass for every student who leaves the room. However, students often return from the main office without passes or without a signed passbook. It's disruptive for us to stop what we're doing to call and check to see if the student was in fact there and for how long.

We will ensure that students return from the main office with a pass.

Can we please be notified when students in our classes will be in the office for extended periods of time?

The length of time a student spends in the office is dependent upon the reason they are in the office. If a student is going to miss a class, the office/administration will notify the teacher. However, if there is an issue with the student, the number one priority is to resolve the issue and return the student to class. For various reasons that cannot always happen, but the administration can notify the teacher if a class/the majority of a class is going to be missed. The administration will never hold a student longer necessary.

Teachers, if you send a student to the office from your class, call Mr. Cardiero and let him know. Email is fine for follow up, but if you send only an email, he may not get it until after the fact.

If there is another issue going on, please clarify. I am a little unsure if I addressed this person's concern.

Can we please be informed of students with behavior or mental health issues in our classes? It's a matter of safety for students and teachers alike.

Absolutely. Medical conditions are listed on Health Concerns. That includes diagnosed mental and health conditions like bipolar and ADHD if documented. When new students come in, we will ensure that information is passed on through Guidance. If a teacher has a concern about whether or not a student has a condition, please see Ms. Joseph. The school is not informed of all conditions, especially when students transfer into the district. It often takes time to get all of the information.

Please tell the office aides to bring passes to the teachers, not to hand them directly to the students.

Not a problem. We can do that.

Guidance: please make every effort to call students down during an elective course or a studyhall. They are often called during academic courses, and sometimes (often) ones they aren't doing well in or that they miss a lot as it is.

calendars or if the monopolizing continues, please see Ms. Joseph. However, I think I spoke to those with this concern, and I believe it was resolved. If not, please let me know.

Inclusion classes continue to be too big. Those are typically the classes in which there are behavior issues, too. The inclusion students would benefit from smaller class sizes more than any other students.

Inclusion classes tend to have more students because of the number of students who need to be serviced by the Intervention Specialists. However, we are within the limits recommended by our Special Education Department. If a teacher has a concern about the size of the class, Ms. Joseph is willing to review the numbers with that teacher and make any feasible changes.

If there are specific issues or specific students who seem to be causing a problem, let Mr. Cardiero or Ms. Joseph know.

We need to make sure new students are placed into appropriate classes.

Class placements are determined by Guidance and the Administration. Teachers should notify Guidance and/or Administration if they feel a student is improperly placed. The placement will be reviewed.

Scheduling of students is a problem. We have students in the same classes year after year, class after class, who are behavior problems, yet they continue to be scheduled in the classes together. The learning environment is consistently disrupted as a result. There are multiple sections of most courses, so why is this always an issue?

Scheduling is dictated by the student's availability. We are a small school with a very limited schedule that consist of mostly one teacher/per course. The master schedule process determines the best placement for students based on ALL of the classes that they need. The teacher may have multiple periods of a class, but that does not always mean that a student's schedule lends itself to all 4 options. The goal is to get the students scheduled into all of the classes that they need and the classes that they indicated that they wanted during Spring scheduling. Ms. Joseph is willing to discuss this further with anyone interested. Scheduling is a very complicated process. Just because a teacher has multiple sections of the same class, that doesn't mean that specific students' schedules will allow for them to be placed into any of those sections.

Phones, headphones, etc., are starting to be a problem. Students ignore teachers (in the hallways, especially) when told to put their phones away or take out their headphones. When we don't know the students, it's very challenging to enforce.

If a student ignores a directive of a teacher and the teacher does not know the student, the teacher can ask a peer or take note of the description of the student and where the incident took place. Report this to the Administration immediately. We do not want this problem to resurface. All teachers need to be on the same page. It cannot always fall on administration or the same teachers over and over to be handling these issues.

Teachers: Do not hesitate to go to Ms. Joseph or Mr. Cardiero at any time if there are any concerns. They encourage open dialogue and don't feel that we need to wait until there's a call for building concerns to bring concerns to their attention. You can always bring a building rep with you.