

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

**October 24, 2017**

Treasurer's Report: Popio (x1352)

- Treasurer's Report Submitted and approved
- Condolences to Patricia Carroll on the loss of her mother.

Secretary: Brown (x1424)

- September Minutes submitted and approved

Classified Vice President: Svetlak

- Tentative - Flex position at EJB day turn will be combined with sub position at LHS. Position will include benefits and will have less days (192). Details concerning the definition of buildings, etc. are still being worked out.
- Grounds flex position will meet with superintendent twice a month. Position will be reviewed each year by the union.

Certified Vice President: Thomas (x1427)

- Subbing concern at WSG. Clarification needed if it is mandatory for employees to sub. Concern that Intervention Specialists pulled to sub will not be servicing IEP students.
- Concern regarding planning time minutes for LLI staff at EJB. Concerns will be taken to Mr. Palmer.

Uniserve: No rep at this time

Cafeteria: No concerns

Custodial: No concerns

Transportation: No concerns

Secretaries/Aides/Intervention Assistants: No concerns

E.J. Blott: No Concerns

W.S. Guy: See Attached

LHS: No Concerns

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

**MINUTES**

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**October 24, 2017**

Old Business:

New Business:

- Pending job description/proposal for Support Intervention Specialists at EJB and WSG to assist with LST process (see attachment)

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

**Next Board Meeting: November 27, 2017**

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

**NEXT LASE EXECUTIVE MEETING: November 28th 3:30  
Commons Library**

**Respectfully submitted:**

**Amy Brown  
LASE Secretary**

Register Report  
9/26/2017 through 10/24/2017

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 9/25/2017</b>								
9/28/2017	Checking	1568	Patricia Carroll	death of mot...	Condolences			7,219.22
10/20/2017	Checking	DEP		payroll 10/12				-25.00
<b>9/26/2017 - 10/24/2017</b>								
								<b>4,550.86</b>
<b>BALANCE 10/24/2017</b>								
								<b>11,745.08</b>
<b>TOTAL INFLOWS</b>								<b>4,550.86</b>
<b>TOTAL OUTFLOWS</b>								<b>-25.00</b>
<b>NET TOTAL</b>								<b>4,525.86</b>

*D. P. Poffin*  
*10/24/17*

# October Building Concerns

October 2017

## **Concern:**

- Students are reporting that “ISS is not a big deal/ punishment...detention is way worse when you have to stay after school and sit there and write.”
- Some students are asking to go to ISS
- How should we handle this?

**Response:** The focus of ISS is to remove a student from a situation thus reducing disruptive behavior in the classroom and hopefully creating a better learning environment for all students. The student’s time in ISS is used to discuss alternative behaviors. Students are receiving individualized attention and placed in an environment to better work at his/her own pace with less distractions.

**Concern:** Having no paraprofessionals to copy materials. Many times there is a traffic jam at copiers. Teachers from each grade level have the same planning periods thus creating much competition for their use. The loss of Mrs. Hume in this role has been a burden for teachers.

**Response:** Administration understands this concern and will work towards arranging for copying materials in the not too distant future. Mrs. Hume may be allotted time to help with copying tasks.

## **Job Description/Proposal**

**Support Intervention Specialist (2) 1 Middle School and 1 Elementary School**

This position requires a current Intervention Specialist, one from the elementary and one from the middle school) to be a part of the LST (Leopard Support Team). This team (made up of the Gen Ed teacher, guidance counselor, School Psych, Principal and Support IS) will meet every 4-6 weeks to review official LST paperwork and interventions to make a determination about the student and his/her programming. The Support Intervention Specialist will also be available for (1) 30 minute block per week to be used as a resource and support for teachers who are implementing interventions and who may need help with ideas, progress monitoring or completing LST paperwork.

The desired Intervention Specialist should be able to:

- Use data to help teachers identify and group children who need additional supports;
- Help teachers develop and implement classroom-based, developmentally appropriate interventions for individual children and groups of children to enhance their acquisition of social/emotional and cognitive skills
- Support teachers in documenting children's progress through the LST process
- Facilitate the Leopard Support Team (LST) process with the principal, support staff, parents (when applicable), and instructional staff
- Work with the special education coordinator, school psychologist and LST to facilitate eligibility for special education
- Maintain accurate, complete, and correct files on all LST students as required by the policies and procedures of the LST process
- Create a schedule of meetings that coordinate with Teacher's planning times and distribute the schedule to Administrators for the formal LST meetings (once every 4-6 weeks)
- Build effective relationships with teachers, parents (when applicable) and students through regular communication