

L.A.S.E. EXECUTIVE COMMITTEE

MINUTES

//lase.ohca.us

October 30, 2018

Treasurer's Report: Popio (x1352)

- Treasurer's Report submitted and approved
- Checks reissued for 2 retirees with updated addresses
- Condolences and card sent to Christina Smith on the passing of her mother

Secretary: Brown (x 1325)

- October 2nd Minutes submitted and approved 1st J.S. 2nd R. St.

Classified Vice President: Svetlak

- Question about who is washing buses for the school district. LASE did not receive any notifications
- A grievance from 2017-2018 is still currently frozen

Certified Vice President: Thomas

- No new concerns at this time

Uniserve: First meeting will be held on November 8th

Cafeteria: No new concerns at this time

Custodial: A meeting was held with Mr. Nohra in regards to the following concerns:

1. L.Y.R.I.C. – Fall Festival was not posted as overtime
 2. Calamity day – Hoops were installed at L.Y.R.I.C. without a call for overtime
- Future procedure will be to post first

Transportation: No new concerns at this time

Secretaries/Aides/Intervention Assistants: No new concerns at this time

PK - 6: See attached concerns

Jr. High 7-8: Reps will be holding a meeting soon with Mr. Palmer to address concerns

LHS: See attached concerns

Old Business:

- Suggestion to move to the next step on the frozen grievance from 17-18

L.A.S.E. EXECUTIVE COMMITTEE

MINUTES

//lase.ohea.us

October 30, 2018

New Business:

- OEA held an informational meeting about recent Janus laws on October 25th. Wm. Green, J. Sura, D. Sewell attended and shared a report from the meeting
- Concern about an assistant coach position approved at the last BOE meeting that may not have been previously posted
- There is a need for an updated written deposit protocol for each building
- Question about the job description for security director. Is this a position in the collective bargaining unit? How is this position paid?
- Superintendent is interested in having a committee review supplemental contracts
- Exec officers will be meeting with Superintendent within the next 2 weeks
- Question raised about the interest in a retirement incentive this year
- Motion to talk to OEA LRC, Herman Pipe, about a unilateral change in working conditions. This is in regards to staff members being pulled into meetings with administration concerning use of sick days, prior to 5 consecutive sick days being used.

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

Next Board Meeting: November 26, 2018

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

**NEXT LASE EXECUTIVE MEETING: Tuesday November 27, 2018
3:30 LHS Room 2014**

Respectfully submitted:

**Amy Brown
LASE Secretary**

Register Report

10/2/2018 through 10/30/2018

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/1/2018								7,444.40
10/3/2018	Checking	1621	Marilyn Aciermo re-issued ch...		Retirement			-75.00
10/3/2018	Checking	1622	Christine Gall... re-issued ch...		Retirement			-75.00
10/3/2018	Checking		Voided Check... marilyn acier...		Retirement			75.00
10/3/2018	Checking		Voided Check... christine gall...		Retirement			75.00
10/12/2018	Checking	DEP	payroll 10/4/18		payroll			4,857.45
10/27/2018	Checking	DEP	payroll 10/18...		payroll			4,718.95
10/2/2018 - 10/30/2018								9,576.40

BALANCE 10/30/2018

17,020.80

TOTAL INFLOWS 9,726.40

TOTAL OUTFLOWS -150.00

NET TOTAL 9,576.40

D. Repic
10/30/18

October Union Concerns

1. Some students are coming to classrooms before 8:30.

We are holding the kids until 8:30 the best we can- if someone slips by it is without our knowledge. We will continue to hold them until 8:30- if someone comes to your class prior to that, please have them report to the cafeteria.

2. Parents and visitors are coming into the classrooms unannounced. Can teachers be notified when parents and visitors are coming in to our rooms?

Absolutely. All parents will check in the office and an office staff will notify you if they are coming down. We do have one family that this seems to be an issue with- I will be sure to personally speak with the family members when they arrive if it continues.

3. In case of emergencies (such as the tornado watch), it is hard for staff to know what is going on with poor the PA system. Could all staff be part of a Remind text group from the administration so we can be easily alerted if there is a need or situation?

I set up a link and shared it- that can be a way to communicate until we get a PA system. A PA system is one of my main priorities at this time- I feel that it is essential.

4. At what time are students considered tardy? Should we send older students (3 - 6) who are coming late (past tardy time) to the office to get tardy slips. We have some students who are not getting to class until 8:55 - 9:00.

Students are considered tardy at 8:45. I am putting this into my principal newsletter for November to reiterate to parents and anyone coming to class past 8:45 should have a tardy slip- please send them to the office. I will ensure the doors to the building are closed at 8:43. I will communicate to parents that 8:43 is when 5% graders are considered tardy. We will begin to print out HB410 letters that point out habitual tardiness and I will also communicate this in my November newsletter.

5. Teachers are not able to meet the needs of all the student with the large class sizes.

According to the Contract Agreement 6.091 Class Size/Class Load, "The Liberty Board of Education agrees that reduced class size promotes quality education. The Board will endeavor to maintain a class sizes [sic] within the parameters of state law and regulations."

I understand that class size is a concern and at this time, only Liberty residents are enrolling and we monitor the classroom sizes weekly and will take action if necessary. We are also investigating all open enrollment students and looking into any behavioral/attendance issues that would justify us not having them as a student in Liberty. We value quality education and will always monitor this on our end.

6. What are the responsibilities of the mentors? Who should be planning for the interventions/lessons? Some of the mentors have been pulled to sub in classrooms. This causes problems when teachers have made plans to use them within their classrooms and students are not receiving the interventions ne

eded. Mentors started last week and are in the classrooms Tuesdays, Wednesdays and Thursdays to service the students. We have asked the grade level teachers to help guide mentors on the appropriate interventions and skills to work on with each group of students. Our goal is to NOT pull mentors to sub, but unfortunately there is a sub shortage and with the amount of call offs we have in a day, it could happen. This would absolutely be a last resort.

7. What is the protocol for money collection, writing receipts and making deposits? It is different for each building?

8. What are the duties of the secretary and aides in the office? Who is responsible for what so we know who to ask or direct our questions or emails to.

Cherri Irgang is the main office secretary- all questions and concerns can be directed to her and she is also comfortable with you asking Kim (the morning office aide) and Deanne (the afternoon aide) any questions as well and they will work together to find an answer. Cherri does the entering of student data and finance (PO's), Kim does attendance and Deanne collects notes, organizes dismissal, etc but that is the only division that exists. It's important with the amount of students and staff that these ladies are interchangeable as well so they work as a team.

9. What is the status of hiring an additional intervention specialist?

We have offered the position to 2 people thus far with no one accepting the position. We will continue to search for someone and will eagerly recruit graduates in December to fill that position. This is a priority of mine.

10. What is the plan for P - 1 teachers when students need to go to the office or nurse or when teachers need administrative support?

Jerry Fordham

Office Runners

Trained 1st graders to help

Also looking to reduce the amount of kids leaving early by marking them absent half a day if they leave before 2:30.

11. Classroom teachers are not always getting 24 hour notice when new students are being added to their rosters.

We respect this rule and follow it- in rare circumstances this past September, it happened and we are working on enrollment processes for next year that will eliminate this issue.

12. When the high schoolers are walking through the Blott building, they have been heard swearing and are often loud.

Please notify me ASAP. I will discuss this with the CBI staff. No school staff from Blott should let those students in the building. Communication is key- please notify me if you see this happening.

13. We were provided with a division of duties for the Special Education Department. Can we also have one for the principal duties?

There is not really a division of duties between Mr Scarmack and myself. Mr Butch mainly focuses on student discipline. The hope is that we are interchangeable and work as a team with the amount of staff and students in the building. If there is ever things that we want addressed with a specific administrator, we will certainly communicate that to you!

- Front office staff giving passes to students who were not there but were late to class:

STUDENTS WILL BE GIVEN PASSES TO CLASS AT THE BEGINNING OF THE DAY ONE FOR THE FOLLOWING REASONS

- *Student is held up at attendance window*
- *Student is with a office staff member/administrator*
- *Administrator excuses the tardy*

Hopefully this has been taken care of. If the pass is questionable, please call the office.

- The main copier is being left jammed by aides.

The district has been in contact with Graphic Enterprise. They were in October 10 to resolve issues. If anyone needs assistance, please ask and assist your colleagues.

- Communication continues to be an issue. We are being told about things last minute or hearing the information from students.

The Administration will continue to make an effort to provide timely and efficient communication. ABI is a behavior intervention that is used when it is necessary for a student to be removed from the classroom. Getting the classroom issue resolved has to be the priority. If a teacher is having an issue with a student and that student needs to be removed, it does not help the teacher to delay the removal for two days. If there is a question as to why a student was placed in ABI, feel free to see Mr Cardiero/Ms. Joseph. The teacher involved is notified that student has been issued ABI for the infaction. If there is no teacher involved, then the decision was administrative and usually is an attendance issue or progressive discipline.

Teachers may always inquire.

- School policies: If you want staff to enforce school policies, administration has to enforce policies too.

Per Ms. Joseph, it is part of every teacher and every administrators job to enforce school policies. It is through working TOGETHER for several years that we have and will continue to get issues resolved. If you see something, address it. Be supportive of your colleagues. Understand that everyone does not catch everything, every time, but if everyone continues to be intentional about enforcing rules, we will be in a good place with discipline.

- Administration continues to contradict themselves with their expectations of staff.
Example: Syllabus – we were told the syllabus was a work in progress, due date set a week later.

Turning in the the 1st quarter of the syllabus was indicated during our first teacher meeting. One quarter of the syllabus was requested on September 14 and a provision for modifications to the template was also given. One quarter was requested. The syllabus is still a work in progress. If a better timeline is proposed, Ms. Joseph is open to discussion.

- If Middle School and High School are separate, why are MS students on our side?

Middle School students should not be using the 2nd floor restrooms on the high school end. However, we are sharing a building and we are sharing a Science lab on the second floor. If you see a middle school student out of an assigned area, please do not feel like you are out of place by directing them where to go. If the problem, persist notify Mr. Palmer.

- Outside traffic for MS office needs to be looked at

Please see an Administrator with any specific middle school concerns.

Chromebooks -- Students videotaping teachers and/or students. What is the policy? What will be the disciplinary action?

If a student videotapes a teacher, please notify Ms. Joseph or Mr. Cardiero. Student MUST be observed while using technology in the classroom. Teachers should be moving about the classroom and should be behind students when Chromebooks are in use to monitor these types of situations. Administration will examine the issue and determine disciplinary action. Fair and appropriate consequences will be discussed further among the staff in our next Building Climate meeting.

- **Schedule changes -- students were added to classes after the deadline. No communication with teachers when students are added.**

This topic was addressed with Guidance and teachers should receive communication when a student is added to a class after the deadline.

- **Discipline report -- are we able to get one?**

A Discipline Report is shared out at every DLT meeting and discussed at every Climate meeting. Please see your Department Chair for a copy of the DLT minutes. Mr. Cardiero also prepares reports that are shared out at Climate meetings. If you are interested in reviewing the report further, please see Mr. Cardiero.

- Daily Attendance -- are we able to get? -- we have only received a couple days.

Yes. This was address and we should be receiving Daily Attendance.

- Office aides should not be allowed to wear earbuds or eat while in hall. They should follow same rules as all other students.

Absolutely. Please report student to Mr. Cardiero. If you do not know his/her name, provide period/location.

- The students chosen to be office aides are not exactly the ones that have earned the privilege to do so.
- Office aides -- do we need more than one at a time to deliver passes?

The Administrators and the secretaries determine the office aides. If an office aide is presenting a problem or disruption, please provide the name/period of the specific offender to Mr. Cardiero or Ms. Joseph so the issue can be addressed.

- Students getting candy from the office between or during classes then coming to class with the candy is a problem.

Students will be instructed to eat them at the appropriate time (Lunch, after school, etc). A teacher can require a student to throw it away if they are eating it in class.

- Students sitting in the Guidance Office for extended periods of time waiting to talk to Candace.

We have one Guidance Counselor. Depending on the situation, a student may have to wait. If it is not imperative that they wait, they will be sent back to class and sent for at a later time.

- Who are the students who are in CBI? Do the same school rules apply to them as everyone else? They are often in the halls with earbuds. Do we have a list of CBI students?

Ms. Joseph shared a list of the CBI Students. Yes, they are expected to follow all school policies.

- Teachers who left their computers in the classroom when changing rooms this year are unable to load licensed material on new computers. Administrator's password is needed. It has not been rectified yet.

Please email Ms. Joseph with the specific classroom number and what licensed material needs to be added. She will coordinate with our Technology Director.

- We have asked to have an intervention like we have tried in the past to deal with issues of the freshmen class (Freshman meeting). They have been out of control since the beginning of the year and nothing has been done about it.

All teams should feel free to schedule a meeting that they deem is necessary for their team. Ms. Joseph is currently meeting with departments and discussing interventions. Please do not feel like you have to wait for Ms. Joseph to hold a TBT meeting and to discuss and implement interventions. Ms. Joseph has spoken to all Freshmen teachers several times and one-to-one. Please implement the strategies that have been discussed. Teachers are finding success with strategies that have already been discussed. Teachers who are implementing strategies are reporting small, but important improvements. We are getting there. The problem did not occur overnight and will not be resolved overnight, but it will get better.

- Trying to service identified students has been a difficult task for some freshmen. Trying to accommodate them especially for testing is hard. Finding someone to read them tests and available locations for them to test is difficult as well.

There is an Intervention Specialist assigned to every inclusion class. Special Education students are also assigned an Intervention Assistant during Resource Study Hall. Please communicate with the student's support staff to coordinate ways in which they can support accommodations and modifications for class. If that does not help, see Ms. Joseph.

- Copier in the 9th Grade Academy is being used by the 7th and 8th grade. It is creating a problem with so many using the same machine.

All staff can use all copiers in the building. Please see Ms. Joseph with any continuous problems.

- All students should be eating lunch in the cafeteria. Students sitting outside at tables are very loud and can be heard in classrooms. There is also A LOT of food outside of the cafeteria on the ground, creating more work for custodians.

Allowing Seniors to sit outside of the Cafeteria was an administrative decision. The Seniors are not the issue. There was a great deal of traffic outside of the cafeteria

initially. This is being addressed through a pass system which has significantly reduced traffic outside of the cafeteria and should alleviate this concern. Please let Ms. Joseph know if it does not.

- Students being late to classes especially students getting to lunch. Four minutes between classes? Students are not getting to classes on time if they need to use the restroom or go to their lockers.

95% of students are able to make it to class. The others need to pick it up and be reminded that you can be late for lunch. Adding an additional minute is being evaluated. The time in between bells is not designed for a student to do all of those task during a class change. Since most classes do not require textbooks, students should not need to go their locker every period and will need help coordinating their locker stops.

- When students are issued detentions, is there any communication to home? This might be a possible solution to so many students being issued detentions. Can we require them to be signed by parents?

Students are not required to have their detention slips signed. In the past, that did not prove to be a best practice. Teachers should be make contact with parents for repeat offenders.

- ABI -- students sitting on tables and desks, hoods up, phones out, earbuds.

This has been addressed so the situation should improve. See Ms. Joseph or Mr. Cardiero if you see a problem.

- Something needs to be done about the disrespect, behavior, and academic performance of the freshman class. Perhaps we could have a meeting with just the freshman students, administration, and the teachers so we are all on the same page. Hopefully if we present a unified front it will help.

Great ideal Great suggestion. If the Freshmen Team can let Ms. Joseph know what is a good day for the meeting, she will absolutely assist teachers with the facilitation of this meeting. Collectively decide on the day.

- Also, students are getting passes daily from the office and coming into class late. This has been a problem especially with CBI students.

Teachers can call front office for clarity if they suspect that something is not right. The front office is not providing passes without acceptable reason.

- Why are there afternoon announcements as well as morning?

Both sets of announcements are necessary for students who have various AM and PM schedules. This ensures that everyone gets the information.

- 7/8th graders loud at times in the hallway during first floor class changes.

The Jr. High is now on our schedule for most of the day. This should help to alleviate some of the extra noise.

- Teachers (some) are writing passes or keeping students in their class to make up work and they are missing the class they are supposed to be in.

Teachers should be mindful of colleagues when holding a student back after class. Please allow students to come back at lunch, after school, or during another time that they are free. As a courtesy, please communicate with your colleague when you are holding back students.

- Earbuds and cell phones continue to be a problem especially during 5th pd. If they are on their way to lunch, is it okay for them to have them in?

NO! It is not okay. Give them a detention.

- Holes in jeans- small holes in jeans okay if not too high (how high?) Large holes not okay? How large?

Mr. Cardiero addressed this during our initial meetings this year. Please see him with clarifying questions.

- Do you want a student sent to office if out of dress code to change? Or do you want the teacher to handle it? For instance, if a student is wearing a shirt in which her belly is showing, would it not make sense to have them change the shirt instead of just covering up with jacket, etc. Often I have told students that they need to pull down their shirt, zip up their jacket, etc., and later I see them in the hall with their belly out again. In this instance would it not make sense to just have them change?

Assign them a detention for dress code and tell them to correct the issue. If they have a jacket that is fine. If they cannot rectify the infraction on their own, send them to the office.

We still believe Liberty High School has one of the best staffs. We really enjoy working, collaborating, and simply talking with you all. Thank you for your commitment to a great year. We have challenges, but we are facing them head on and working collaboratively to resolved our challenges and enhance our success. We are truly better together! Thank you.

Please see the items below. It is important that we tend to these issues to comply with our school policies and continue to cultivate an environment conducive for learning and student success.

Academic Concerns

- 1. Study Halls must be used as academic time. Cell phones, playing cards, and headphones are not permitted in Study Hall. We have done a nice job cultivate a more disciplined learning environment through our focus on Climate and Building Relationship. Now, we must cultivate a greater academic culture in our building. Students may read, work on assignments on their Chromebooks, work on Art Projects, review best practices/strategies for academic success, etc. Study Halls cannot be a social hour. Many students requested study hall for academic enrichment and many students are completing online courses and interventions in Study Halls. If Study Hall teachers need assistance with determining what to do with the time and the students, please feel free see Ms. Joseph.**
- 2. If any student in any class is still without a Chromebook, please have them see Ms. Joseph immediately.**
- 3. Student of the Month: Please take the time to nominate students for Student of the Month/Leopard of the Month. Positive Reinforcement is not only a best practice, but it is now State Law for school district. Yes, there are a lot of top students so it is difficult to choose at times. However, do not let that discourage you from nominating students. Each year up to 35 students can be honored. Thank you to those who continue to make submissions every month. It only takes a few minutes to make a child's day! :)**

Climate Concerns:

- 1. We now have Chromebooks. Cell Phones should not be out in any classroom. If a teacher is having students use cell phones for a specific reason, please give Ms. Joseph or Mr. Cardiero a heads up.**
- 2. Pass Sheets. Please continue to have students use Pass Sheets when leaving the room. Hall Duty teachers are checking these.**