

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

## **MINUTES**

**//lase.ehea.us**

**November 27, 2018**

Treasurer's Report: Popio (x1352)

- Treasurer's Report submitted and approved
- Check reissued to Donna Stuber
- Condolences and card sent to Dena Derenzis on the passing of her mother and Gary Knittle on the passing of his Father-in-Law. Card sent to Sherri Noble for health reasons
- Resolution needed to update signatures on LASE checking account. Removing Robert DiRoll, adding Amy Brown and Vicky Hargreaves, retaining Donna Popio and Rick Sveltlak. 1<sup>st</sup> motion to approve: R. S. 2<sup>nd</sup> D. P.

Secretary: Brown (x 1325)

- October 30th Minutes submitted and approved 1<sup>st</sup> J.S. 2<sup>nd</sup> L.T.

Classified Vice President: Svetlak

- Met with bus drivers to clarify pay on calamity day
- Currently working on cafeteria concerns
- A grievance from 2017-2018 is still currently unresolved or finalized

Certified Vice President: Thomas

- Met with PK-6 Administration about breakfast duty concerns to develop a rotation schedule. Contract language concerning this can be clarified during negotiations.

Uniserve: Report from November 8<sup>th</sup> meeting attached. Next meeting will be in February

Cafeteria: Met with supervisor about following concerns:

- Washing machine at Guy is broken
- Request for steamer at EJB to be moved to WSG
- Warmers need switched out
- Staff breaks are being missed at WSG

Custodial: No new concerns at this time

Transportation: Question about possible purchase of a van

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

PK - 6: See attached report from meeting with administration

**L.A.S.E. EXECUTIVE COMMITTEE  
MINUTES  
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**November 27, 2018**

Jr. High 7-8: See attached report from meeting with administration

LHS: See attached report from meeting with administration

Old Business:

- Concern and information still being gathered about teacher of record and responsibilities for SMARTS

New Business:

- Resolution to approve a File of Intent to Negotiate in January of 2019.  
1<sup>st</sup> motion to approve: M.D. 2<sup>nd</sup> P.O.

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

**Next Board Meeting: December 17, 2018 and January 14, 2019**

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

**NEXT LASE EXECUTIVE MEETING: No meeting in December, Next Meeting Tuesday January 30<sup>th</sup> at 3:30 LHS Room 2014**

**Respectfully submitted:**

**Amy Brown  
LASE Secretary**

# Register Report

10/31/2018 through 11/27/2018

11/27/2018

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 10/30/2018</b>								
11/9/2018	Checking	DEP		payroll 11/1/18 payroll				17,018.80
11/11/2018	Checking	1623	Dena DeRenzis	condolences... Condolences				4,718.95
11/12/2018	Checking		Voided Check...	Donna Stube...		R		-25.00
11/12/2018	Checking	1624	Donna Stuber	re-issued ch... Meetings				49.00
11/18/2018	Checking	1625	OEA	dues payme... Dues				-49.00
11/19/2018	Checking	DEP		payroll 11/15... payroll				-9,816.63
<b>10/31/2018 - 11/27/2018</b>								
								<b>-323.97</b>
<b>BALANCE 11/27/2018</b>								
								<b>16,694.83</b>
<b>TOTAL INFLOWS</b>								<b>9,566.66</b>
<b>TOTAL OUTFLOWS</b>								<b>-9,890.63</b>
<b>NET TOTAL</b>								<b>-323.97</b>

D. Papia

11/27/18

**OEA Meeting  
(November 8, 2018)  
Howland OEA Office  
5:00pm-7:30pm**

**LASE Uniserv Rep:** *Billy Green* ([william.green@liberty.k12.oh.us](mailto:william.green@liberty.k12.oh.us))

**Local Reports:**

*Niles:* Issues after not passing levy again, Niles v School Board

*Howland:* Bargaining beginning this year

*Champion:* Nothing to report

*McDonald:* Bargaining beginning this year, sick leave bank problems in district

*Brookfield:* Bargaining beginning this year

*Lakeview:* Health insurance issues, personal & sick day issues

*Hubbard:* No problems/nothing to report

*Mathews:* Contract up since August, mediations continue, plenty of issues

**Scott DiMauro (OEA Board of Directors) Report:** [dimaruros@ohea.org](mailto:dimaruros@ohea.org)

- ★ 2019 Ohio Graduation Requirements "In Flux"
- ★ Ohio School Funding in Statehouse: Bipartisan Effort (Cupp/Patterson Bill)
- ★ School Report Cards: Recommendation to Remove A-F Report Cards for Districts
- ★ 2020 new OTES System Taking Affect
- ★ HB 70 (Youngstown Academic Distress Commission): Trying to remove (Post-Kacich)
- ★ Dewine says more funding for pre-k, nurses, counselors, etc.
- ★ Support systems for local union presidents (statewide); mentoring and support for presidents ideas and suggestions

**NEOEA Report:**

- ★ Proposal of two-year President-Elect terms
- ★ Deadlines approaching for grants & scholarships from NEOEA

**NEA Report:**

- ★ Reminder that NEA meets three times per year

**LRC Report:**

- ★ There will be a training for union reps (for those interested) on February 27 in Columbiana.

**Old Business:**

*None*

**New Business:**

- ★ NEA/OEA Grants for Local: Contact Jeff Pagg (suggestion: team up between locals in order to increase chances of qualifying for larger grant opportunities)

**Next Meeting:**

**\*\*Thursday, February 7, 2019\*\***

## November Union Concerns



### Old Business

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.

This is still a concern for some teachers. Students are coming to classrooms as early as 8:15. If this is occurring, they are sneaking by us. I only have so many eyes in the hallways and we are holding them until 8:30. Instead of waiting until its a union concern, please just email me or call me to let me know students are in your rooms because most likely they are there without permission.

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.

Teachers have still had parents coming to classrooms unannounced. Also counselors and other visitors are not being announced as well. Some have not had visitor passes/tags. Teachers are unaware that the counselors were coming and some teachers didn't know who the person was. It is the office staff's responsibility to ensure each person is greeted in the office and receives a badge if they are entering the school- I will copy and paste this concern to the office staff to ensure this is happening. I know that the morning and afternoon at arrival and dismissal can be extremely hectic with 2 people and 725 students.

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.

The Remind texts have helped in some situations, but teachers do not always hear them come through on their phones and/or they are teaching and do not see them right away. Therefore, this might not be the most reliable way to send out information. Also, the using the phones as a

PA is not loud enough to hear in the classroom during the majority of times in the day. Is the district still looking into getting a school wide PA system?

Again, it's the number one thing on my wish list but it costs about \$32,000. I have asked to start a donors choose and/or fund raise but I am unable to do it as a building administrator or I would have a long time ago- its very concerning to me and I do voice my concern.

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 is my November newsletter.

There have been some cases where teachers have sent students to the office because they were tardy to class and they were sent back to class without a tardy slip.

I can not do anything after the fact. Again, at arrival it is very busy in the main office but I can assure you that every chance I get I am in there helping the office staff get things moving and settled. The office aide is almost "too strict" with tardies to the point where I have had to speak with her. Again, it's most likely NOT the kids fault so I am not going to go any more crazy over this issue. If they come to class tardy without a slip, notify someone and we will tell you what time they walked in the door. The most important thing is to get your attendance in.

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.

This is an ongoing concern.

? Ok. I see a concern in 2 grade levels, other than that, I am thankful that so many people want to be a part of the Liberty family and I am proud to make this a place where students want to be.

**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 needed. 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.**

**The fourth grade mentor has been repeatedly pulled as a substitute which causes problems within the classroom. Teachers make plans for the mentor and when they are not there the students who need interventions are not receiving the help they need. This particular mentor has been pulled to substitute 3 of the last 5 mentoring days.**

I emailed the Board Office staff and the staff at the High School who schedule the subs on November 9th, after the 3rd day it was happening that week, because no one notified me, and they told me it was their fault and it will not happen again. Again, if I would have known the FIRST day he wasn't there, I would have investigated and solved the problem immediately. I can forward you the email if needed.

### **New Business**

**1. What is the best way to get in touch with the school psychologist? Some teachers have had trouble getting in touch with her.**

Kris works 8-3:15. She is testing students in several locations (Blott/Guy, LHS, Learning Center, Fairhaven, Knapp Center, several preschool locations) therefore, I would not depend on her extension. An email would be the best way to reach her.

**2. IEPs are expected to be sent home as a draft a week early. However the same is not done for the ETRs. Can we have the ETRs done a week early as well so that the intervention specialist can write the IEP.**

I can talk to Kris about her caseload- I know she has 77 evaluations to complete and that is without any initial evaluations. She is also doing LST which is becoming too much- I can collaborate with her and get back to you.

**3. What is the role of a floating IA? Is there a way to get in touch with them if they are needed?**

There is no space for them so they don't have a "room" or place to go. I have two, one in the morning and one in the afternoon- you can use them anytime, just contact me or Andrew and we can get them to you.

**4. Teachers are concerned that they do not always have confidentiality when speaking with administration because non-administrative employees are in their offices.**

If this is in regards to Katie- we have zero space, we don't even have all of the special ed files in one place. She has a full caseload at the high school until 11:15 and then she comes to us at 11:45. She was placed in Andrews office for specific reasons and my office is the place where important information should be communicated and shared. If you ever need to speak to someone privately, all you need to do is SAY. I respect that, as well as Andrew, and any non administrative employee would be asked to step out immediately without hesitation.

**5. There is a concern that teachers are not receiving enough notice for events and sign ups. Can we have more notice for special events?**

I'm trying. I don't know what else to say besides, if this is about the bookfair- it crept up on me and I didnt have any help. I don't know what other events occurred that had a huge impact on anyone but I am trying my best to get everything out to you in a timely manner.



*J. High*

## Nov. 2 Building Concerns Meeting

**Present:** Mr. Palmer, Mr. Rolla, Mr. Sewell

**Concern:** Can we schedule a time for administration to upgrade our Mimio software in each room and make sure it is working properly?

**Response:** No firm date / *Probably need to wait until we purchase new Mimios*

**Concern:** Can a copier be moved to our area—preferably one for each grade level?

**Response:** Can definitely get one but must decide where to put it.

**Concern:** Desks in classroom still not fixed --desks and chairs uneven.

**Response:** Work order has been submitted.

**Concern:** Detentions not being served.

**Response:** Steps to follow: ISS- then Sat school.

**Concern:** ISS not a real punishment- Students with earbuds in; no teacher present; work not being completed.

**Response:** Will discuss concerns with ISS supervisor.

**Concern:** Can all students use main stairway to lunch? They are playing around and disturbing high school classes.

**Response:** Direct students to main stairway.

**Concern:** Band instrument storage, clutter.

**Response:** Mr. Summers has been working on a storage area in the band area.

**Concern:** Students are coming up early from lunch.

**Response:** Lunch is from 12:02 – 12:32. Students are released at 12:32.

**Concern:** Passes being given to tardy students by the office without any consequences.

**Response:** Will discuss with Mrs. Chaney will look at options.

**Concern:** Announcements difficult to hear and don't pertain to Guy students.

**Response:** Announcements for Guy students will be updated on Google classroom.

*[Signature]* 11-15-18

BUILDING CONCERNS -- November, 2018

1. CBI kids frequently roaming or disrupting class during 5th period (8th grade lunch)
  - a. ***CBI Students are now required to sit in the main office when they come back from CBI early.***
  
2. Students leaving ABI -- going to locker, office, other classrooms, etc.
  - a. ***All students in the room are not ABI students. Some are Credit Recovery students that are permitted to go to lockers, classrooms, etc.***
  - b. ***The Photography lab must be locked at all times. No student is permitted in that lab without an adult present.***
  - c. ***CCP Students working on assignments throughout the day should report to the main office or Guidance office for quiet time and space to work.***
  
3. Freshmen sitting at table outside cafeteria. -- this was only to be a privilege for Seniors
  - a. ***This was permitted by the Principal. However, with the concerns of the attitudes of the some of the Freshmen, those students will no longer be permitted to sit there.***
  
4. Students serving detentions with other teachers. This should only be done if said teacher is the one issuing the detention.
  - a. ***Teachers are permitted to request that a student serve their detention with with them in their classrooms when the teachers make the arrangements with Mr. Cardiero. Mr. Cardiero will note it on the detention form. Any time a teacher is staying after school to assist students, we will always support them on that. However, we will not let students take advantage just in order to avoid the detention. The request must come from the Classroom Teacher.***
  
5. Red Zone -- Students are getting pulled from the same class almost every day and missing the majority of class time.
  - a. ***Please inform Ms. Joseph if and when this happens. I have spoken to two teachers that felt that a student was being pulled too much. There has been a change over in personnel with Redzone recently. Ms. Joseph has let the new staff members know what is the best approach at the high school level.***

6. Is anything being done about the thermostats and climate control in the building? Some rooms are hot and some are cold. In some rooms it seems like the air comes on when it shouldn't.
  - a. ***This is an issue in our building. This has been an issue in our building for several years. Servicemen have been out on several occasions. Our climate fluctuates. We do not have an explanation for it.***
  
7. Teachers should have the support of Administration when dealing with discipline, dress code and classroom issues.. Several teachers have expressed concern on how situations have been handled and Administration has taken students' side or made excuses for the behavior. The conversation is focused on what the teacher has done instead of the actions of the student. Teachers are becoming discouraged and it is only November.
  - a. ***If a teacher would like to discuss how the administration is handling an office referral, the principals have established an open door policy. Mr. Cardiero and Ms. Joseph are always open for discussion. Additionally, there is always a platform to address concerns in our staff meeting. Please feel free to continue to stop in to discuss. Many teachers have taken advantage of the invitation and an understanding or resolution is always reached.***
  - b. ***If a teacher feels the administration is blaming them for a student behavior, please feel free to politely say so. That is never the intention. The principals will offer clarity on how he/she feels the situation was handled, what additional information is needed and what is being brought into question.***
  
8. Teachers are not always given responses to their emails. Can there be some type of acknowledgement to emails?
  - a. ***This was addressed in our last staff meeting.***
  - b. ***Please know, discipline emails are treated as a referral and put into Progress Book. The student is addressed by the principals. If follow up is necessary, we will follow up in person or via email.***
  - c. ***Any and all staff can stop either principal if you have questions about how a situation was handled or if you have submitted an email that may have been overlooked.***
  
9. 7th and 8th graders are constantly in the hallway on cell phones. Is the cell phone rule a building-wide rule or just high school? I feel there should be continuity throughout the school building. It would be helpful if the 7th and 8th grade principal would address this with their students and all teachers.

- a. ***The High School has a no cell phone policy because of issues that were specific to the high school. Mr. Palmer and Mrs. Clark are considering it with 7th and 8th grade based upon their building needs. It is a good idea for us to work to align some of our policies and procedures. This is our first few months together, this is definitely a direction we have considered moving forward.***

***Highlights from Administration:***

1. ***Teachers have done an outstanding job with monitoring and eliminating cell phone usage. Please share the impact you feel it has or has not had in the classrooms.***
2. ***Please read your weekly updates. Our most important information is shared on our Game Plan for the Week. The Game Plan for the Week is in the LHS Staff Google Classroom. Meeting agendas, Data, Resources, and Updates are also in Google Classroom.***
3. ***We will continue to reiterate: The level of flexibility and understanding we request as administrators, teachers, students, and families alike is the same level of flexibility and understanding that we should extend to each other as colleagues in the building. Simple conversations can eliminate and offset some bigger issues and frustrations. Please, please do not feel that you ever have to wait until you receive a Building Concern slip to get your issue addressed. We would much rather address specific concerns as they occur.***
4. ***If an issue has already appeared on our monthly building concerns and it continues to be an issue, please say something immediately.***
5. ***If any teacher is apprehensive about submitting a concern when the issue arises, please lean on your Building Reps and teacher friends to reach out and see a principal privately. Your concern can remain private, but it will help resolve ongoing issues sooner. There has never been a "them" versus "us" mentality from anyone that I have ever met in the high school. There is nothing that we cannot discuss. We are all human. We all make mistakes, but we all offer something valuable to Liberty High School each and every day. We Are Better Together!***