

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

**MINUTES**

**//lase.oha.us**

**January 28, 2019**

Treasurer's Report: Popio (x1352)

- Treasurer's Report submitted and approved 1<sup>st</sup> W.G. 2<sup>nd</sup> V. W.
- Card and condolences sent to Marla Dull on the passing of her Mother in Law.
- Card to Barb McKimmy for being in the hospital
- Thank you card received from Dena DeRenzis for condolences sent after the passing of her mother
- Treasurer is currently updating membership roster

Secretary: Brown (x 1325)

- November Minutes submitted and approved 1<sup>st</sup> L.T. 2<sup>nd</sup> D.F.

Classified Vice President: Svetlak

- Looking into some concerns for upcoming LMC meeting

Certified Vice President: Thomas

- Mr. Scarmack asked that the breakfast rotation at the PK-6 building be reviewed to make sure all appropriate names are on the list. Vice President will follow up with him to see who should be part of the rotation.

Uniserve: Next meeting Feb. 7·2019. W.G. and J.S. will be attending

Cafeteria: Update on previous concerns:

- New washing machine has arrived
- Steamers have been moved and warmers switched
- Some staff are receiving their breaks but there is still a concern with breaks. Some possible ideas are being suggested to organize things differently

Custodial: Concern about cleaning the extended lunchroom area in the hallway at LHS

Transportation: No new concerns at this time

Secretaries/Aides/Intervention Assistants: A concern about the temperature in the Jr. High office has been resolved

PK - 6: See attached report from meeting with administration

Jr. High 7-8: No new concerns at this time

LHS: See attached report from meeting with administration

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**Old Business:**

- Intent to Negotiate was filed. Setting a date with the Superintendent between February 1-15 to set up negotiations

**New Business:**

- Ongoing concerns about the consistency of the temperature in LHS
- Staff needs clarification on tornado procedures
- Insurance Committee will be meeting on Thursday January 31<sup>st</sup> at 2:30
- Student dress code concern – are students in violation being addressed
- Motion to sign a one-time MOU for this negotiation period for LASE to negotiate with 6 members. Adding Lindsay Thomas to the Negotiation Committee for the 2019 Negotiation Team. Motion 1<sup>st</sup> A.B. 2<sup>nd</sup> D. P. Motion to approve 1<sup>st</sup> P.A. 2<sup>nd</sup> P.O.

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

**Next Board Meeting: February 25, 2019**

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

**NEXT LASE EXECUTIVE MEETING: Next Meeting Tuesday  
February 26th at 3:30 LHS Room 2014**

**Respectfully submitted:**

**Amy Brown  
LASE Secretary**

Register Report  
11/27/2018 through 1/28/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 11/26/2018</b>								
12/1/2018	Checking	DEP		payroll 11/29... payroll			C	16,692.83
12/3/2018	Checking			Service Charge november	Fees & Charg...		C	4,769.92
12/7/2018	Checking			Voided Check...			R	-2.00
12/21/2018	Checking	DEP		payroll 12/13... payroll			C	0.00
12/21/2018	Checking	1628		Dues			C	4,769.92
12/28/2018	Checking	DEP		payroll 12/27... payroll			C	-10,146.00
1/17/2019	Checking	DEP		payroll 1/10/19 payroll			C	4,779.71
1/17/2019	Checking			Dues				4,779.71
1/26/2019	Checking	DEP		payroll 1/24/19 payroll				-10,040.23
1/27/2018 - 1/28/2019								4,779.71
<b>BALANCE 1/28/2019</b>								
<b>TOTAL INFLOWS</b>								<b>20,383.57</b>
<b>TOTAL OUTFLOWS</b>								<b>-20,188.23</b>
<b>NET TOTAL</b>								<b>3,690.74</b>

*D. P. 820*

*1/28/19*

JK

## January Building Concerns

### Old Business

**#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 improvement with the issues with Kindergarten needing a runner to escort students to the office, nurse etc. This is due to improving maturity with the children and their ability to navigate the buildings. However, there is still concern about the roles of the floating IAs and how they are utilized.

Is it possible to use these staff members to work a set schedule to help students with soft skills? An example of this could include working with students in the LST processes for a few minutes a couple days a week or helping in classrooms with behavior issues or large class size.

**We discussed Stacy's new schedule that started this month....she is working in K doing intervention and is available for anyone to utilize if needed.**

### New Business

Could a committee be formed to work on updating and brightening some of the staff common areas such as staff bathrooms and the teachers lounges?

**We discussed painting and bulbs and the energy efficient additions that are coming to Liberty. Teachers were going to contact me in regards to what they were doing.**

### Emergency Situations

At one time we used a bell system to warn the staff about tornado drills. Are we still able to use that system to alert both building in the case of a tornado drill?

**No bells, started campaign for PA system. Got quotes, writing verbiage for Donor choose. We will have something in place for 2019-2020**

Could we revisit the procedures for tornado drills? During the recent active tornado threat, students were in hallways with windows, outside doorways containing large glass windows, and skylights. Are there safer places for our students to go during these emergencies?

**Use judgement and inform admin where you will go so we can map it.**

Staff is confused about whether doors remain open or closed during the drills.

## Open

Do students need to stay in the tornado drill position (kneeling, heads down, hands covering their heads) for the entire time when there is an active threat? Sometimes these incidents can last for quite a while and the students get lightheaded or uncomfortable and act out.

**Professional judgement based on communication and situation.**

Other safety concerns include:

Some teachers still have broken locks on their doors. **Mr Butch**

There are some teachers still without keys to their classrooms. **Mr Butch**

There are still doors with outside locking locks. **Mr Butch**

Teachers would like to receive updates on other safety concerns such as:

What curtains are allowable in our classrooms?

Is the window film still an option?

Have the external doors needing repairs been re-contracted?

**-only flame retardant marked curtains**

**-film, yes!**

**-yes**

Communication

Could staff receive a courtesy response to emails sent to administrators within a 24 hour window? Even if more time is needed to get the answer to the email, it would be helpful to know the email was received and is being considered.

## Yes

Which administrators should staff email for specific issues?

For example:

Is there a certain administrator to email for issues with the PAWSS Store, IEP meetings, field trips, parent concerns, etc?

**All BIG and important/pressing situations need to go to Kohler. Daily operational stuff can go to Scarmack. We communicate about each situation as needed and work as a team and would. BOTH be happy to help you....we will work together to come up with a solution.**

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## LHS BUILDING CONCERNS- January 2019

Please turn in your building concerns to either Trish O'Brien or Sarah Frank

- CBI -- The students are still going into rooms with no teacher supervision, they roam the halls with earbuds and phones out, even the 7th and 8th grade have complained about the behavior of these students in their hallways. Can they please have a designated area to go to as they wait for their supervisor? (Office or a study hall) This will get them out of the hallways and places they should not be.

***The designated area for CBI students returning to the building is the main office. CBI students have been directed to remain in the office until the bell rings. If you see a CBI student in the hallway, you have the authority to send them to the office. Please notify the office that you have sent them. 5th Period CBI students who work outside report to ABI on cold days. You can also notify Mr. Ross.***

- Are 7th and 8th graders allowed to use cell phones? We were never told officially that the cell phone rule is building-wide and they use them openly in front of teachers.

***Cell phone use is prohibited outside of the Cafeteria for 7th and 8th grade.***

- How does a student who is on "ZERO TOLERANCE" get multiple chances after earning such a decision?

***This concern needs to come directly to the Principal. This seems to be a concern regarding a specific student. This is not currently a building concern. There is no student on "Zero Tolerance". Prior to this concern, Ms. Joseph and Mr. Cardiero have not been made aware that there are any major or ongoing issues with anyone who currently has an expulsion in abeyance. Students in abeyance are required to act in accordance with the Liberty Local Schools Code of Conduct. Please provide additional information if there is some major violation that has not been reported.***

- There are times when the amended schedule does not allow some teachers to have a planning period. We have an early release schedule planned that allows teachers to have all classes as well as a planning period. That schedule was not used so anyone with 6th or 7th period planning did not get their time.



***The first early release day allowed each teacher to have a planning period. The second early release did not in order to accommodate both buildings and teachers who work in 2 or 3 buildings. With the exception of the Value Added Teachers, all teachers had a break from 12:20 to 1:20 on the 2nd day of Early Release. There was nothing scheduled during that time for high school teachers. In the future, value-added teachers who often are required to attend additional PD can see Ms. Joseph for an accommodation if they are going to have to miss their planning period. On this last Early Release Day, only 2 of 29 teachers would have been affected.***

When are grades looked at for eligibility? Students that are failing classes are still participating in practices and games. When it is addressed with them in the classroom, they either say their coach "took care of it" or they are clueless as to what the school's eligibility policy even is.

- Coaches are telling their players that certain classes (ex: Health) do not count toward their eligibility, which is not the case but students continue to fail b/c they think it is a "freebie" class.

***A coach was under the impression that Health class did not count for eligibility. That was immediately addressed and Ms. Joseph held a meeting with all 9th grade students to ensure they understood the importance of EVERY class. Per OHSAA, eligibility is determined by the preceding grading period. In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. PE does not count towards eligibility. In addition, the eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.***

- Morning Drop Off- Parents/Guardians are flying around the bend and up to the main doors to drop their kids off and it is becoming a safety issue for staff and students that are crossing. Is there a way to post something or have this area monitored during this time?

***Mr. Cardiero and our Resource Officer will continue to monitor morning drop off.***

- Expulsions- Students that have been expelled within the district are out for 80 days but depending on where that falls within the school year, they will return to their classes.
  - Why are we letting them back in the building? We have a cyber academy which is where these students need to go, there is no lesson to be learned if they get a “vacation” as most of them refer to it as, and then get to come right back to where they left, causing the same issues.

***The Ohio Revised Code governs expulsions. The results of the expulsion are the sole decision of the Hearing Officer/Superintendent. Cyber Academy is not a disciplinary action, but rather an alternate method for educating students. It is sometimes used to continue the education of students who cannot be in the traditional school setting for one reason or another, students who families have enrolled them in Cyber Academy, and students who may benefit from that platform for learning.***

- Will office aids change with the start of the new semester? Is there any criteria that these students need to meet? Office aids should be those students that are trustworthy, passing all their classes, respectful to teachers and staff, and abide by school rules. Office aids are still roaming the halls in packs, wearing earbuds, and busting into classrooms to deliver passes.

***Ms. Joseph is approving the office aides for 2nd Semester.***

- Students are leaving a mess after lunch (especially in hallway leading to band/art room). Can the CBI students sweep / pick up trash, wipe tables in hall, straighten area after lunch periods?

***CBI students are assigned to the cafeteria to work. Their jobs are not simply to clean up after their peers. Mr. Cardiero will remind students that no food is to be taken out of the cafeteria. Teachers should also reiterate that no food is to be brought into the classrooms after lunch.***

### **Housekeeping items:**

**Students have been going to the Guidance Department without any real reason. Some are starting to take advantage. Unless there is an emergency situation, any student requesting to see the Guidance Counselor must complete the online form located on the Guidance webpage. Please do not send students to the Guidance Department with a pass to simply change schedules or ask questions. Every student can access the form on their Chromebooks and should be directed to do so. Only when students are in immediate need or distress should they be sent down with a pass. If for some reason, a student does not have a Chromebook, the paper form can be completed in the office during a break or lunch. As always use your professional discretion. If it is not an emergency, please direct them to use the form. Students need to be in class.**

### **How to Access the Request to See Guidance Counselor**

- 1. Visit District Website**
- 2. Under “ Our Schools”, click on Liberty High School**
- 3. Under “ Quick Links”, click on Guidance**

**Reminder to All instructional staff: Please be out in the hallways or at your doors at the change of classes. Your presence makes a difference.**

**Pass cards have been reissued for 2nd Semester. Students are not to be released from the classroom without a pass. If a student is in the hallway without a pass, please write them a detention. Please pay attention to frequent flier and let me know if students are repeatedly or habitually leaving classes.**

**Late to Class: Being tardy to class cannot be optional. All teachers must require students to be in the classroom prior to the bell. If a student comes in after the bell and does not have a pass, please issue them a detention.**

**Teachers will be given notice when a student is returning to his/her class from an expulsion.**