

**L.A.S.E. Executive Committee**  
**Minutes**  
<https://lase.ohea.us>

**January 14, 2020**

**Treasurer's Report: Green**

- Current Balance (Report)  
\$4,806.77  
OEA Dues Paid  
(1st D.F. & 2nd S.S)

**Secretary: Brown**

- Approval of November Minutes (1st W.G. & 2nd D.W.)

**Classified Vice President: Fuller**

- Looking into concern and questions regarding extending the LHS auditorium wall for an upcoming band concert on 1/23/20. Concern includes overtime cutting into regular hours, overtime to reset the wall the following Friday, a change from 3 hours of work time to 2 hours. Will follow-up with Mrs. Jones to clarify details.

**Certified Vice President: Thomas**

- Continuing to work on ongoing concern between the United Way and the Success After Six payment to Liberty teachers

**Uniserv: Sura**

- Nothing scheduled yet from OEA (Uniserv Meeting)

**Cafeteria:**

- No concerns presented at this time

**Custodial:**

- Suggestion for a central location for building request forms to improve information that is not being communicated between buildings

**Transportation:**

- No concerns presented at this time

**Secretaries/Aides/IA's:**

- Waiting for finalization on pay adjustment

**PK-6:**

- See attached minutes from building meeting and follow up with administration

**Guy Jr. High %:**

- Some concerns were shared regarding disciplinary issues and procedures. Representatives will be meeting with administration to go over specific concerns.

**LHS:**

- Representatives have not yet met with administration. There are still some concerns regarding rosters.

**Old Business:**

- Establish a Welfare Fund Committee. Need Volunteers.
  - Paul Antonchak, Mike Mikulich, Donna Blystone, Patty Carroll, Patty Copenhaver

**New Business:**

- Set meeting date for Welfare Fund Committee to meet. Trish will contact the committee members to finalize a date.
- Can OEA supply a digital copy of the contract that can be shared with membership and uploaded to the LASE website?
- Concerns about current Dental Insurance

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

**Next Board Meeting:** January 27, 5:30

**Check for postings on the Web!** <https://lase.ohea.us>

**Next LASE Executive Meeting:** Tuesday, February 25th, 2020, 3:30pm LHS Room 2001 (Old Fitness Room)

**Respectfully Submitted,**

**Amy Brown  
LASE Secretary**

Hello,

Here is a list of concerns, questions and suggestions that we discussed at our PK-6 LASE Building Meeting held on Thursday, December 12th.

- Is anything being done to remedy the situation with kindergarten and gym. Next year will grade levels have an option to go back to their previous special/recess schedule? There are still several problems with this schedule.
  - One problem is the extreme hallway crowding in the second grade hallway as 2nd grade returns to classrooms after lunch, kindergarten and 1st grade travel to lunch and 3rd grade goes to specials. Many behavioral issues occur in this chaotic time.
  - Another issue is the loss of planning time as some teachers must now pick up kids from lunch and take them to specials and then pick the students up from specials, as well. When the recess and specials times follow each other, the recess aides pick up the students from specials and drop them at the classroom. This lost time adds up quickly and can easily cause teachers to lose 15-20 minutes of planning each day.
  - There is also a loss of planning time as some grade levels now wait for the gym teachers to travel between the two buildings.

Yes- This year there was some miscommunication with the High School in regards to scheduling- We need Gary H to do Kindergarten and they scheduled him for classes during the time that we had our special set for Kindergarten. In the beginning, I assumed it was working and that he was available for our time but was then told that he was not available and given a very small timeframe that we could use him. I adjusted the best I could for this year and I understand that it is not ideal- I will be sure to collaborate with the guidance team at the HS this Spring when planning to ensure that our times match up. It was a goal of mine to get everyone common planning and times that match up well and that is still my goal- being a teacher is hard and it takes a lot of planning. I will even create a team to look at the schedule this spring to get feedback/etc. I'm always looking to improve it.

- Can there be a more efficient way to get information each year on students who have been previously referred to LST and what the results were? (What interventions were tried? Were they successful?, etc) Often teachers will pass along copies of initial LST referrals in the student's folder, but the receiving teacher does not have information on what was discussed at meetings and where progress left off. The same situation is happening with students who were recommended for retention. Many teachers are finding information in files that a student was recommended for retention but that student was not retained. Some teachers are not informed on what led to that decision. In past years it was very beneficial when the SST team sat down with teachers at the beginning of the school year and updated the receiving staff member on the concerns/progress of

students on the class list. Can we have the results of the LST meeting forms shared out with the receiving teacher?

Please see the Retention folder shared on 9-11-19 with the Intervention Forms, Policy, Procedure and Letters to send to families. Prior to leaving, I will be meeting with each family. Copies of ALL forms needs to be sent to me.

LST is being run by the SPED team and I have not heard much in regards to meetings this year- can I have some feedback? Whats working/whats not? We can absolutely plan meetings to discuss progress/outcomes. Communication is key in these situations and I am open to developing a way to make that happen effectively.

- **Reminder that according to section 6.073 A. "The school day shall include a daily, minimum thirty (30) minute, duty-free, uninterrupted lunch period." This needs to be taken into consideration when planning meetings, that teachers are not left without a lunch period.**

Intervention Specialists are scheduling their own meetings and if an ETR is scheduled or another meeting is scheduled during your lunch, just communicate that to the admin and let us know that you can not attend and we can adjust- just communicate please. It may just be an oversight that can easily be fixed with the proper communication.

- **Has a date been determined for the February conferences? Did staff vote? Some staff have been told that conferences are on February 13th, but this has not been communicated to all staff. If so, this brings up a similar situation to what happened at Thanksgiving. That day is now an unrestricted day for personal days but are teachers unable to apply for that day if there are conferences? Can a staff member take a personal day (or half day) and return in the evening for conferences?**

Conferences are on February 12th. We are mirroring what was done last year, Mr Nohra sent this information out to us yesterday afternoon. I am including it in my winter newsletter home to families. We were instructed to send out a staff email which I will be completing today. Conference days are restricted and you can not take a personal day that day. I found this information in section 5.0 of the contract under Personal Leave (pages 16-17) The 13th is an unrestricted day.

- **On the Schedule of Fees that families receive at the beginning of the year, there is a fee of \$10 indicated for Weekly Reader/Art but many grade levels do not receive Weekly Reader. What is this money designated for? Should the form be updated to not be confusing to parents? Can some of this money be used to pay for holiday ceramics projects or towards students who can not afford field trips? If not, are there other ways**

we can raise money for those types of projects and field trips that many of our families are unable to afford?

We try to collect \$10 from families in the beginning of the year. If our families are free/reduced lunch- they do not have to pay (which is about 74% of our families) The money we do collect does not cover the cost of weekly reader/Art supplies but gets deposited into the accounts that pay for supplies. (The lists you give the office)

- There are questions about the money being donated by students during the kindness theme week (Dec. 16th-20th). Will staff be informed of how much money was collected? Who is responsible for managing those funds? What will they be used for?

It needs to be counted and an email will be sent with the amount collected. Administration is overseeing it but Carla collected. That money will be used for things that were mentioned above (students who can't afford field trips, projects, etc.)

Updated-Carla to send out email about dollar amount and use of funds.

- Is Dress Down Money still being collected? If so, for what is that money earmarked?

Administration has nothing to do with Dress Down- I was told it was done for years and I thought that was a Relay for Life thing. I am unaware if it is being collected. That is NOT a fundraiser done by administration- that is something that you guys do own your own.

- There is concern that for several days there was no nurse available in the district. Also, what is the protocol if the nurse is busy and there is an emergency (or another pressing problem). Could this protocol be communicated to the staff?

There are 2 full time school nurses in the district and for a few days so far this year there was an emergency situation with Julie's family member and she needed to be off at the same time the other nurse who works at the HS was off. We had an aide in the nurse's office in the am to receive kids and we worked together as a team to solve problems. The protocol is we work together as situations arise- most things that occur aren't going to be predictable. We feel that we do very well in these situations and I am unsure if a specific protocol can be developed. This should be a rare occurrence that both nurses are off.

- The staff would like to request some PD or Inservice on how to deal with families and students that are experiencing drug abuse in their homes. Also, what is the protocol for dealing with students under the influence of drugs or alcohol.

This is why we have an SRO. If you suspect a student to be under the influence, please send them to the office and we will take care of the situation.

- How do we educate students on the differences in interacting with PAWSS and the drug dog?

Leo is a Police Dog who has visited our school twice. When he comes here, he is always on a tight leash with a police officer and an administrator. The police do a good job of communicating rules with the students but as a general rule- students are not permitted to go up to Leo- the officers will invite them to see him if they are able to. He does not come here too often, it's completely different than PAWSS- who is here daily and off a leash?

- The staff would like to be informed of a threat anywhere in the district, in a timely manner. If parents are contacted for a possible threat, the staff wants to be informed as well. Additionally, communication for drills vs real threats needs to be clear. Undue panic can be started if this isn't done.

I need an example- I am unaware of any threats made to our school that were not communicated properly.

Also- we are required to do announced AND unannounced drills. Mr Butch and Mr Scarmack, along with officer GT did an unannounced drill because that was what was requested. We will be performing both kinds.

Update from meeting: barricade doors in all lockdown events (even in a known practice drill)

- High School, ISS (Jr. High and LHS), CBI and Cyber School students are roaming the halls. Sometimes staff do not know which students are part of which program and if they have permission to be unsupervised in the halls. Some of these students are also in the cafeteria unsupervised, at times. Some of these older students are coming through the lunch line at the same time as 2nd, 3rd, and 4th grade which is adding to the length of time it is taking to move these students through the line. Many students are not receiving enough time to eat their lunch. Can the older students come at a staggered time instead of going through the line at an already crowded time? There are also concerns because these students are using the bathrooms used by preschoolers and kindergarteners. There have been incidents of fighting, inappropriate language, use of cell phones, sexual misconduct, banging on the outside doors to be let in, and arguing with teachers.

This is completely unacceptable and I will speak with the appropriate personnel- I thought we did this once already this year but maybe more specific parameters need to be set. We would like those students to wear lanyards and badges clearly identifying themselves as CBI students.

- Second grade classrooms are at 25 students each. These large class sizes reduce instructional time, particularly the reading time.

I understand but there is not much that I can do at this time.

- Which administrators are certified to perform OTES evaluations? Can non-certified staff perform an OTES evaluation?

Andrew has spearheaded the OTES evaluations. ONLY an administrator can do an OTES evaluation. There are other people in the building who are credentialed but the evaluation/rating/etc will come from Andrew. My OTES credentials expired and I have decided to wait until the new OTES training comes out this spring to become credentialed in OTES 2.0 which will take effect next year. Next years evaluations will be centered around your professional growth plan and will involve more meetings/face to face discussions.

- There are concerns about what happens to the information collected by the literacy coach during an observation. Is this information used for data collection only? Reminder - no teacher names should be attached to the data collected and the information should not be used for evaluation purposes.

The Literacy Coach should not be “collecting” information. Her work in your rooms is not evaluative in any way. It's about improving the practice. She is a resource for you. Her interactions should include modeling, feedback and resources. She does not share any data or information about specific teachers but may bring up general information in order to share a concern/get more resources or advocate for teachers who may need something.

- Can information about the Food Pantry be communicated to staff? Who does a staff member contact if they want to refer a student to the pantry? Mr Butch What is the procedure? Mr Butch will call families How often can a student receive food? They can come daily or as needed. What time is the pantry available to students? 2-2:30 preferably. What causes some students to return to class saying they were not permitted to get food that day (For example: Are they going at the wrong time or is there a limit to how many times a week they can go?) I have never turned anyone away except 1 time when it seemed to be a “fun” thing with a group of girls and I immediately addressed it with Mr Butch and we came up with a plan and he called all families. What types of food items are needed? Anything non perishable. Can staff or other organizations (churches, Boy/Girl Scouts, etc) donate items if interested? Yes

In an email dated 11/26/19 I wrote:

“We encourage those students who need the pantry to come visit on a regular basis. If you need help identifying a student in need, please see us. Mr Butch has reached out and spoke to families that may qualify to come to the pantry. We are going to start monitoring the items that students are taking a little closer and are asking that you send them down between 2-2:30 daily. That will be the open times and the best times for one of us to take them- they can see any administrator or Deanne”

- The lanyards that some students receive when they have permission to go to a different location during lunch or recess are very helpful. Could a similar system be used or can staff be emailed or given a written note when students have permission to go to the office? Often students misinterpret or confuse information told to them verbally and it causes confusion and wasted time in the classroom. In return, can students be sent back to teachers if they try to go to places, such as the office without a note. Some students have been found to be stopping in locations when they weren't given permission by the classroom teacher or cafeteria/recess staff.

We can create lanyards for students or specific passes- this seems to be a communication issue....would it be helpful if each classroom had a hall pass/lanyard? And commons areas like office/gym/MPR/etc? Ideas and suggestions are welcome.

*Jessie Kelen* 1-13-20