

L.A.S.E. Executive Committee

Agenda/Notes

<https://lase.ohca.us>

February 25, 2020

Treasurer's Report: Green

- \$10,284 in budget
- OEA dues will be coming out soon this month

Secretary: Brown

- Approval of January Minutes (Motion to approve: 1st J.R., 2nd M.D.)

Classified Vice President: Fuller

- Grievance filed in regards to LHS wall concern

Certified Vice President: Thomas

- Need to follow up on \$50 PD stipends
- MOU to clarify Success After Six United Way payments was approved on 2/24/20

Uniserv: Sura

- Nothing new at this time

Cafeteria:

- No new concerns reported at this time

Custodial:

- No new concerns reported at this time

Transportation:

- No new concerns reported at this time

Secretaries/Aides/IA's:

- No new concerns reported at this time

PK-6:

- Concerns still remain on older students in the building. Meeting next week with administration

Guy Jr. High 7%:

- Mr. Palmer has been helpful with discipline concerns
- A concern will be taken to administrators about classroom coverage

LHS:

- See attached minutes from meeting with administration
- Rosters still need clarification

Old Business:

- Well-Fare Committee met and is currently collecting information for eligible members
- A digital copy of the contract has been added to the LASE website
- Concerns about current Dental Insurance

New Business:

- Sick Leave Bank - if balance goes below 100 days, there is a possibility to ask membership for donation
- Monday March 9 Levy Meeting for the Public in the Auditorium
- Finance Meeting March 4th at 4:30 in the Auditorium
- Summary of Board Meeting shared
- LASE president attended OEA meeting. OEA has matching grants available.
- In the future we may look at raising local dues by \$1 or \$2 to be more eligible for matching grants and to put us in line with other districts. We will need input from membership if \$2 would be feasible. Treasurer will report next month on projections.

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

Next Board Meeting:, April 27th 5:30

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

Next LASE Executive Meeting: March 31, 2020, 3:30pm LHS Room 2001 (Old Fitness Room) *Meeting Cancelled due to School Closure

Re: Building Concerns -- January / February

Meeting Date: February 18, 2020

Present: Akasha Joseph, Principal, Don Cheffo, Principal, Sarah Frank, Building Rep, Patricia O'Brien, Building Rep
(Admin Responses in BOLD)

1. Students assigned to us in the computer... what are our obligations to them?
 - A. **See Ms. Joseph to review your list of students. Ensure that your withdrawn students are hidden. Withdrawn students will show up on the class list when you open Progress Book, but they will not be in your actual Gradebook. If the students are appearing in your Gradebook, we will have to look at why they are showing up on your roster to determine if there is an error and if there is any obligation.**

2. The temperature is still a problem in rooms. Around 11am is gets cold. I have to keep raising the thermostat. I still have the old thermostat in my room, it has never been changed so I am not sure if that is the problem or not.
 - A. **Email a principal and/or Mr. Daniels. Include your room number.**

3. There are still several students in the hall after class change (especially the hallway by Art/Music). Can an administrator be in the halls for a few days or at least periodically to help? Some students simply do not listen when told to move along.
 - A. **Administrators are in the hallways at class changes. Particular attention will be paid to the Art/Music wing. However, these students belong somewhere. So if a student is in the hallway after the bell and without a pass, these students should be given a detention for being late to class.**

4. Students are saying yesterday that vaping in the bathroom is a real problem. Some do not even want to go to the bathroom because of it. They have said it is in the bathrooms across from the cafeteria as well as the bathrooms upstairs. This really needs addressed and plans put in place to reduce this. You know it is bad when the kids are complaining about it!!
 - A. **Direct those reports to the office immediately.**

5. Students getting into a fight and only receiving one day of suspension. Why aren't students immediately removed from the building after a physical altercation? Are teachers who witness altercation given an opportunity to submit their statements concerning the event?
 - A. **Yes, teachers absolutely should write statements when altercations occur in their classrooms and submit to a principal. There is an incident form that you can use. Ms. Joseph will share through Google Docs. Those statements can be submitted directly to Mr. Cheffo or through Progress Book. Once an issue makes it to the main office, the final result of discipline is left to the Administration. Although likely, a Principal determines if removal is necessary. An incident report form was shared via Google Docs.**

6. When will CBI students start wearing something that indicates they are in CBI and can be in the hallways.
 - a. **All CBI students now have badges.**

7. I really have an issue with students with recurrent discipline issues given free rein to walk the halls as office aides. This isn't a student that got detention, but one that has had several suspensions. It is as if they are getting the rewards that should be reserved for those students that actually deserve those privileges.

- a. *Not one of the office aides have been suspended this year. Ms. Joseph selects the students as Office Aides. If a teacher has a concern about an office aide, please direct the concerns to Ms. Joseph. One teacher did share a concern, and it turned out that the teacher was referring to a suspension from a previous year. Students are provided the opportunity to redeem themselves from year to year. Punishments do not carry over into the subsequent school year unless it is absolutely necessary.*
8. Is there any way we can get attendance given to us before the school day is over?
- a. *Teachers can see the attendance in their Gradebooks as it is entered even before the full report is complete. The secretaries are entering the attendance as swiftly as possible. The AM report contains 90% of the attendance for the day. Secretaries are requesting patience for the PM attendance as bigger priorities take precedence over the archived reports some days. If you have a question about a student in the afternoon that is not showing in your Gradebook, feel free to call down to check on the student. This should not be an issue too often. Please keep us posted.*
9. Why do students get to choose when they serve detention, and also with whom they serve their detention with?
- a. *Students do not get to choose when they serve or where. If a principal determines that an alternative date or location is necessary, that is the decision. This usually occurs when there is a transportation issue or extenuating conflict. For example, if a student is behind in academic work with a specific teacher, and the teacher requests that the detention be served with them in order to complete the work, then the student is assigned to the teacher. These decisions are in response to academic issues or transportation issues.*
10. Do the Junior High students have the same rules as the High School? Hoods, phones, earbuds, etc. How do we handle violations when we see them? Getting junior high and high school on the same page is a recurring issue that has been brought up to administration since last school year.
- a. *Mr. Palmer and the 7th and 8th Grade staff, have spent a week documenting and revisiting the rules with the students. For the most part, their rules are the same. There are some age-appropriate variations. If you are able to address an issue with the student, then address it. If you are not, feel free to reach out to Mr. Palmer.*
11. Can you further explain why the Unit Maps were not working and the need for the lesson plans?
- a. *Unit Maps are part of our curriculum mapping processes. The most prevalent feedback and challenge discussed with the teachers and the BLT was difficult to predict down to the day. They will continue to be updated periodically. The LHS Reflective Lesson Plans provide that day to day accountability as to what is happening in the classroom and also provides teachers with the opportunity to provide greater insight and reflection into their instructional practices and what is working and not working in their classrooms. These plans also provide opportunities for dialogue between teacher and administration and helps to gather evidence that aligns to the OTES Rubric. Unit Maps are planned weeks to months in advance in order to map one's curriculum. Reflective Plans are done after the lessons are taught and allows the teacher to REFLECT on the Teaching and Learning Process in the classroom while intentionally identifying next steps and responses to instruction. As a whole, teachers are utilizing this tool very effectively. Some points of discussion for our TBTs have also come through this tool.*

12. Why are some detentions being dismissed by Administration? These are infractions that are given out by the Classroom teacher. Is the dismissal being discussed with the issuing teacher?
- a. Final decisions on discipline are the decision of the Administration. Administration is the final authority on discipline, outside of the Superintendent. If a detention needs to be reversed or adjusted for any reason, it is the Principal's job to do so. Communication is provided to the teacher if a detention is overturned. Our records reflect one incident and that was addressed with the teacher. If a student is telling you his/her detention is taken away, please verify that with the Principal.**
13. Can the room in which announcements are made be kept clear of a student's personal items. With bowling balls, bookbags, and the like scattered on the floor it makes it hard for the nurses to easily enter and retrieve items that are stored there.
- a. Space is limited in the building now. If an alternate location comes available, students belongings that do not fit in lockers will be redirected.**

Note 1: Please be diligent about making sure building concerns are actual "building concerns". This will be addressed in the next LMC Meeting. We are at the point where some concerns that are submitted are individual concerns. Also, some teachers have requested that their individual concerns NOT be aired out building wide, so please check with the staff member if you are going to be submitting something on someone else's behalf.