

Arcadia High School  
School Site Leadership Team  
Wednesday, January 12, 2011, Room C1  
Minutes

Meeting called to order at 3:05p.m. by Brian Zurla

In Attendance: John Davis, Terri Darr, Brent Reiske, Ray Mynster, Catherine Merel, David Vannasdall, Jennifer Oku, Keith Kerney, Michael Feraco-Eberle, Mike Freese, Justine Lee, Michelle Kim, Shannon Hsu, Laurie McQuaid, John Finn, John Tung, Joan Stevens, Kathy Patterson, Michael Cooper, Al Camperone, Kathy Yamane

Introduction of Terri Darr, Classified Employee to the team

1) Informational Items

- a. Stipend Committee- Mr. Brian Zurla reported that there were no new developments in this area at this time. There will be no radical decisions right now.
- b. Buyback Proposals-presented by Mr. Brian Zurla as a conglomerate mixture; proposals were first: a day of sessions, then a half day, and now the FINAL DECISION: (3) 1 hour sessions. A lot of people are wondering about the sessions. See: Survey Monkey about Staff Development Preference Survey.
  - Decisions were made as the following:
    - ◆ The 3 WASC Goal focuses seminars will be given during the same time slot.
    - ◆ John Finn will delete the Student Study Teams and Students with 504 Plans due to slight interest of response. Instead he will do these seminars at a Faculty Meeting and/or lunch
    - ◆ Autism Spectrum-Middle schools are also doing a giveback on January 31, and are requesting Rita. Therefore, we will allow Rita to Buyback to the Middle School and will offer ONLY 1 Session here at the high school
    - ◆ Online Fusion-Coyla Grumm is committed to the middle schools, so Ray Mynster will be presenting the seminars.
    - ◆ Collaborative Time is not a “gripe-session” of whether staff needs it or not, but an actual seminar.
  - Laurie McQuaid, Craig Wiblemo and David Vannasdall working with TIS will put ONLINE the signup lists; first come, first serve, for the staff. Signups will be up by the end of next week-FRIDAY, Jan. 21! Buyback is January 31, 2011
  - Brian will email the email the staff and he will talk with Laurie McQuaid by Thursday re: CCT
- c. Copy Machine Location-revisited by Mr. David Vannasdall. The 3<sup>rd</sup> copy machine has not yet been moved yet out of the storage room, due to the delay of electrical setup in the J building room across from the elevator over the holidays. It currently still occupies the storage hallway in the admin building, and Kathy reports that it is right under the thermostat, so as it heats up the thermostat-the entire admin building gets the a/c. Movement of this copier to the designated site is very desirable. NOTED: Joan reported that there were some complaints by the H building staff in that wherever the copier is moved to, it is still a long walk for them. The DUPLO will be in the upstairs Science Building, copier #3 in the J Building. We will revisit and reevaluate the locations of the copiers at the end of the year.
- d. All School Assembly-Mr. David Vannasdall reports that there may be an assembly in the Spring of this year. Jon Ma is asking on behalf of all the students for an all school assembly. This will be a one-time deal this year only. Traditionally, the assembly has taken place at the beginning of the school year, but the stadium was under construction at the beginning of 2010-11 year. Instead, this will now be an academic rally, to recognize our seniors, and to challenge our underclassmen to go above the 900 API scores. Mr.

Vannasdall is putting this on the table at this time, and we will have this item for discussion at the next meeting.

- 2) Discussion: New Classrooms-Mr. Brian Zurla introduced the different discussion issues. New Building Questions (3) by Mr. Zurla were asked of the staff and feedback was given. See attached. Keith, Kathy and David just want a general policy for the campus. They want consistency and balance across the board. Food vs. Pests (roaches to rats) for the entire campus as AHS is getting renovated.
  - a. Food in the hallways/classrooms-discussion ensued-
    - ◆ concerns from Michael Cooper-trash is taken out daily from the classrooms, but if there is a large amount of trash, it won't hurt the teacher and will keep rodents away from the classroom if the teacher takes it out and puts it in another trashcan.
    - ◆ Al is concerned that many times when entering a classroom, there are many containers (bottles/bags/takeout boxes) that do not make it to the trashcan. There is limited amount of custodial staff, and it takes more than 15 minutes to go through the classroom and pick up the containers to put in the trashcan. Some containers may be missed, thereby bringing our friends with the 4/6 legs into your classroom. Teachers must be vigilant in keeping their environment clean and shouldn't forget-things/creatures grow in their "home".
    - ◆ Carpet and Colas/sodas =stain that is irremovable. Suggestion that water and clear liquids be consumed in classroom
    - ◆ Cokes on Gym Floors is more than 30 minutes of mopping time to keep finished wood floors in good condition. Water is easier to clean up. Suggest water consumption as much as possible.
      - POLICY-
        1. No eating in the hallways of the new buildings, secondary to no consistent responsible adult supervision in these buildings.
        2. Teacher Discretion on whether students may eat in their classroom
        3. Teachers are responsible/vigilant for cleaning up the food.
        4. Custodians will report individual problem classrooms to administration for follow-up.
  - b. Appliances in the new buildings (refrigerators/microwaves/etc.)-discussion ensued re: Amount of time staff spend in their classrooms necessitating them to have appliances in their classrooms versus old energy inefficient appliances, multiple dirty equipment, setting off fire alarms, etc. Move to new building = NO appliance rule? John Finn is worried about cleanliness.
    - ◆ Since we are in a state of transition, we need clear expectations and a vision of where we are going. School has a vision of a campus that has geographical departmental areas and departmental break areas.
    - ◆ We want to have clean, safe appliances/equipment that will deter pests.
      - TRANSITORY APPLICATION-ENERGY EFFICIENT APPLIANCES
        1. Kathy Patterson will draw up a Recommended List of Appliances
        2. Brian Zurla and David Vannasdall will meet and draw up "Safety tips and Recommendations: for Acceptable Appliances in your Classroom"
  - c. Furniture (desks/filing cabinets/etc.)-background: When staff moved into the new buildings, administration had (3) drawer file cabinets and the Science wing had only 1. Staff also could not have their own chairs and other furniture. John Davis submitted that staff's personal furniture and chairs could be unsafe and a liability issue.
    - ◆ District is purchasing lateral cabinets which are deeper and have more space. Coming soon.
    - ◆ You can use the "Presentation" Table instead of the podium. Also note in the Model Technology classroom you don't have to stand in front of the classroom to be heard

by all. You can walk around in your classroom with your microphone. If you have any problems, please refer and access your supervising principal.

- **POLICY:** In the new buildings, AHS would like to have only matching and new furniture. If you do not have enough furniture, please submit a request (i.e., more chairs, another desk, etc.)

Adjournment: 4:14p.m.

**Next Meeting: Wednesday, February 9<sup>th</sup>, 3-4pm room C1**

Respectfully Submitted,  
Kathy Yamane