

**Arcadia High School
School Site Leadership Team Minutes**

**Wednesday, March 11, 2015
Conference Room A-1**

Attendance: Barbara Young (Teacher), Janet Baker (Teacher), Keith Kerney(Administrator), John Tung(Administrator), Leslie Klipstein (Teacher), Phuong An (Counselor), Robert Ilgenfritz (Teacher), Erika Zheng (Student), Diana Lam (Student), Catherine Merel (Administrator), Joan Petersilge (SSLT Chair), Jennifer Lashier (Administrator), Dr. Brent Forsee (Principal), Sharon Sandoval (Counselor), Stephanie Harvey (Staff Representative), Vicky Stiles (Parent), Kathy Yamane (Parent, SSLT Co-secretary)

Welcome New Members: Barbara Young, Janet Baker, and Ashley Novak have been elected to the membership with the loss of Mauricio Eiguez and Melissa Hatheway.

Tardy Sweeps: Mr. Kerney, Dean, reports that Tardy Sweeps have been occurring frequently about twice per week; and many times he is about to sweep up some students and they disappear into a classroom. Doors are supposed to be locked, so students do not have a place to disappear into. Some teachers are not cooperating with the administration in regard to helping them with the tardy sweeps. Mr. Kerney would like some cooperation from the staff since they are the ones who were concerned about the tardiness and wanted administrative help. The administration reminds the teachers that they asked for help in regard to tardies; "Faculty members are frustrated by the increasing number of tardies as well as the lack of immediate consequences for students. This is especially prevalent among seniors. Finally, many faculty members have requested that we reinstate tardy sweeps."

Mrs. Klipstein replies that for herself- she is not a fan of tardy sweeps. First of all, they interrupt her teaching time. She has already started the lesson and doesn't want to interrupt the rest of her students to deal with one tardy student, especially if the student would otherwise just go to his/her desk and start working. (Though during a tardy sweep, she will interrupt herself and ask the student to leave the room to go to take care of the tardy sweep business in the spirit of compliance and cooperation). Secondly, it is disruptive to lock and unlock the doors and something feels wrong about locking kids out of the classroom. Thirdly, the student misses out on the lesson, because instead of missing 5 seconds to 5 minutes, in taking care of the business, they miss at least 15- 50 minutes of class.

Dr. Forsee agrees with her points-BUT, the faculty are the ones who requested the reinstatement of tardy sweeps and are also the persons who are not consistent with doing attendance. Faculty should be dealing with the attendance problems directly with the student, and administration should be the last call after faculty has talked with the student, administered the warning and follow up (i.e., clean desks after school for 15 minutes) and

follow up with parents. Then, after the parents have been notified, should administration be asked to step in with Saturday School, etc.

Mrs. Young agrees but sometimes it's the parents' fault the student is late, and sometimes she has noticed that when the kids are late by a few seconds, they decide not to be on campus and hide out, at least 5 are on Park Avenue during 1st period/morning, because they'd rather not go to class then be swept in a sweep, thus missing first period class entirely.

SSLT would like everyone to be on the same page. Diana Lam says that occasional tardy sweeps are useful, because it teaches the students to be timely, but that there should be a uniform policy by all of the faculty. Perhaps the faculty should deal with the tardy student and follow up with the parent or family after the warning and/or light negative reinforcement.

SSLT's consensus: Decrease tardy sweeps to once/week. Faculty deals with tardy and attendance issues with student/family first before asking administration to step in.

WASC Schedule Survey: Survey sent out to staff and 104/150 replied anonymously. The survey came back as divided staff 53:50-using dept chair time/ staff meeting time versus other back to back schedules, with one new suggestion to add 5 minutes to passing between per. 2 and 3 since passing counts as instructional minutes. Ed code prohibits adding "instructional" minutes to just one passing period. Long discussion ensued. Mrs. Klipstein believes that, according to bylaws, SSLT makes the calendar recommendations and then the administration follows up with decision making. In any case, SSLT came to consensus that the back-to-back minimum day proposal is the most time for quality WASC work, and also addresses faculty concerns about shortened periods, and protects the semester grading day that many teachers were passionate about keeping in tact. SSLT figures out that we need to have 5.26 minutes added on per day so that we can bank minutes for WASC. They can also add onto 6 finals days. Mrs. Petersilge will figure it all out and present it to staff.

SBAC Bell Schedule: SBAC 11th Grade Schedule for May 19th and 20 approved.

No New Business

Meeting Adjourned 4:10p.m.

Respectfully Submitted,
Kathy Yamane - co secretary