

VERDUGO HILLS HIGH SCHOOL  
ESBM Governance Council  
Minutes (3:30 PM to 6:30PM PM) - 2/3/15

1-3. Welcome/Call to Order/Flag Salute/Roll Call/Minutes - Holly Campbell/Dr. Edward Trimis

4. Old Business - None

5. New Business

- a. Welcome to Local Options oversight Committee (LOOC)
- b. Brown Act Summary

- *Discussion that all meetings and committees are subject to the Brown Act*
- *Minutes need to be kept and be available (does not necessarily need to be posted)*
- *The bylaws need to be posted on the website*
- *Everybody should report their meetings the same way*

c. Committee Reports/Motions

- *PD COMMITTEE:*
  - *Committee said that they have changed a few ideas around in the PD, but that PD schedule will be staying the same.*
  - *Suggested a possible menu of options and they are continuing to gather data*
  - *Minor complaint from art department that they were working in grade levels where they do not teach*
  - *Discussion that there needs to be a way for all committees to accept feedback and then pass it along to others*
  - *Discussion of how the grade level PD was set up and the PD committee noted that they were trying to get everything organized. The committee also noted that certain departments were not getting back to the committee for placement of teachers.*
- *BUDGET COMMITTEE*
  - *The budget committee is asking the question, "how are we going to get this done right?"*
  - *Looking at areas of discretion and IMA. Trying to get procedures in place as quickly as possible.*
  - *The committee has received five proposals so far for possible budgetary items.*
  - *The committee will hold a meeting at a different time this month to try and get more attendance at the meeting*
  - *The committee would prefer the report to be in person*
  - *Discussion that we should encourage everyone to put the time in this year to decide the budget for next year. Then we wouldn't have to approve every little thing for the 2015-2016 year.*
  - *Discussion of which money is the purview of this council;*
    - *TSP/IMA = principal discretion*
    - *General budget and per pupil = preview of ESBM council*
  - *The principal is going to go ahead with major purchases such as scoreboards and will inform and share with the council how the money is being spent*
  - *We need to plan ahead because all of this planning happening the year of is exhausting with all the meetings → There is steep learning curve.*

- **QUESTION FOR BUDGET COMMITTEE:** Is there limitations on what we can spend money on?  
**ANSWER:** Generally, the money needs to go towards items that will benefit our target student populations (TSP).
- Note that governor's budget looks good for next year
- E-CAST / NORM DAY is coming up and we will compare this year with the year before and either gain money or lose money (Feb 6th is norm e-cast day)
- The district will predict attendance and then project what our budget will be
- **STAFFING COMMITTEE: MOTION #1**
  - Staffing committee presented the rationale for their two motions . They argued that if we put an organizational chart out in the open—based on the numbers—this will help alleviate fear around campus.
  - Staffing committee argued that the flow chart should say how the school currently runs and then give advice for the needs of the school in the following year (2015-2016)
  - Discussion that we should just follow the contract because it amounts to the same thing as the staffing motion. We have to follow the contract no matter what the council says otherwise.
  - The administration argued that if we went by the actual allotment of counselors by district guidelines, we would have less counselors (probably only two) at our school. The administration argued for caution before making a list like this because if the district sees this list, we will have to let some teachers go if we decide there are 12 English teachers and the document says we only want 11 English teachers next year.
  - Discussion from some teachers that we need to open and transparent. We need to use best practices and develop new practices for how we hire staff at this school. The teachers noted that collective bargaining rights would not be changed and that we would follow the contract.
  - One person asked about how clerical would fit in and if the school would have to take "must place" clerical staff.
  - Note that the list would not include names. It would talk about what our new needs are for the 2015-2016 year. What positions do we have? It should have a breakdown of grade levels and which students are under which graduation requirements.
  - **QUESTION ASKED:** What are going to gain from this list?
  - **RESPONSE:** It would help us to decide the best and highest ways to run the school.
  - **QUESTION:** There is a lot of information that goes into our needs? How are we going to know that? The administration noted that they did not want people to lose their jobs over the creation of such a list as discussed by the ESBM council.
  - The staffing committee argued that such a document as presented in their first motion would allow ESBM to focus on important policy decisions for the school. It would be a schematic to help us decide policy. Such a list will help us to prioritize what we want.
  - **ORIGINAL MOTION (PASSED):** The staffing committee will create an organizational chart of all the positions at VHHS and will establish a list of staffing priorities and needs. The Principal and the UTLA chair will make available to the committee documentation necessary for the completion of this task without disclosure of personnel information.
  - **AMENDED MOTION (NOT PASSED):** The staffing committee will create an organizational chart of all the positions at VHHS. The Principal and the UTLA chair will make available to the committee documentation necessary for the completion of this task without disclosure of personnel information.
  - The amended motion did not pass with a vote of 5 to 5. The original motion was then put to a vote and the vote passed with 9 voting yes and two voting no.
  - There was also talk to break down the motion into two parts with the first part being the organizational chart and the second part happening after people had analyzed the first organizational chart, but this motion was never formally made.

- Discussion of how to effectively allocate resources at Verdugo.
- There was talk that we should wait until next year to make any official decision when we have the numbers. There was an argument from administration that such a list would cause panic at the school because everyone is feverous about displacements.
- On the other side, some teachers argued that many teachers think decisions about staffing are already being done in secret and that such a list would show open cooperation and raise the level of comfort for some teachers. Some of the administrators disagreed with this interpretation.
- There was some discussion about trust and whether teachers even trusted the council to make the best decisions for the school.
- STAFFING COMMITTEE (MOTION #2)
  - The second motion the staffing committee brought had to do with combining or merging the curriculum and instruction council and the instructional cabinet. Some argued that we do not need an instructional cabinet because the curriculum committee already exists.
  - The staffing committee argued that this would get rid of duplicate meetings
  - Some argued that we should not make this change mid year and should wait until next year
  - Discussion that there is need for department heads to come together as one group and to help make decisions for the school.
  - Some argued, however, that the title matters because of who these committees report to. The instructional cabinet reports to the principal and the curriculum committee reports to the ESBM council
  - Others argued that we are splitting hairs because the titles don't really matter.
  - The question kept coming back to who do these bodies report to?
  - There was a note the instructional cabinet should be a policy group that helps the principal make decisions for the core curriculum at Verdugo. Some argued that the instructional cabinet should exist, but that it should report to the ESBM council.
  - The main concerns were two-fold about the instructional cabinet:
    - Some do not want duplicate committees
    - Some want it to report to ESBM
  - There was a suggestion that the two committees work together and the current chair of the curriculum stepped down and asked the principal to take over as chair. The committee agreed to this by consensus. There seemed to be general consensus that the curriculum committee should be merged with the instructional cabinet. This was also decided by consensus.
  - There was suggestion that the new merged curriculum committee/instructional cabinet could meet during PD time
  - Note and discussion that we do not want to start the precedent of paying people to come to instructional cabinet (people might be resentful that certain people are being paid to go to a meeting while others aren't). There was no formal motion about this.
- TECHNOLOGY COMMITTEE MOTIONS (ALL OF THESE MOTIONS PASSED UNANIMOUSLY)
  - **MOTION: A staff member will be in charge of checking out iPads in the morning.**
  - **MOTION: A staff member will be in charge of checking iPads in every day. Teacher should turn in the iPads by 3:30 daily.**
  - **MOTION: A staff member will keep a paper calendar for checking out iPads in the computer room and will change the process to a computer based check out calendar through the school website if the technology permits.**
  - **MOTION: Within three weeks, staff will create a list of iPads serial numbers on a handout for teachers so that a teacher can keep a record of which students used which iPads (based on serial numbers) each day.**

- **MOTION: Teachers may sign up on a first come, first serve basis for checking out iPads in the computer room and they may check them out for one day only when not being used for computer based district testing. All iPads must be returned on the same day they were checked out to the computer room. Teachers must check out the entire cart (or two carts if needed) for the sake of ease in tracking the iPads**
- **MOTION: Two high-end HP computers will be put in the digital imaging classroom.**
- **MOTION: The five high-end mac computers will be put in the video production classroom.**
- **MOTION: The four LCD projectors will be given out based on teacher need as evidenced by the technology survey or by teacher request.**
- **MOTION: The teachers who marked that they do not have a functioning desktop in their classroom will be checked out by a staff member. The 17 entry level computers will be given to teachers who do not, in fact, have a functioning desktop in their classroom.**
- **Calendar committee**
  - *There was an allegation brought that the calendar committee feels that the council is not respecting them (this was through second hand information. No one from the calendar committee was actually at the meeting).*
  - *The two motions from the calendar committee on the agenda were not voted on during the meeting.*
  - *The calendar committee asked for permission from the council to change dates if the needs arise between governance council meetings*
  - *Discussions that some felt that this would give the calendar committee "carte blanche" and they did not feel that this would be appropriate. Policy decisions such as calendar events should be approved by the council.*
  - *Note that several teachers have come to the principal and he feels put in between the council and the teachers because they are getting mad at him because the date cannot be changed.*
  - *There was discussion about the Spring Music and how the date has been changed / although this may have already been worked out (this was not made clear at the meeting).*
  - *The council came to a consensus to let the principal fix the three current calendar problems*