

VERDUGO HILLS HIGH SCHOOL
ESBM Governance Council
Minutes (3:30 PM to 5:45 PM) - 1/13/15

1-2. Welcome/Call to Order/Flag Salute/Roll Call/Minutes - Holly Campbell/Dr. Edward Trimis

4. Old Business - None

5. New Business

a. PD Committee Report

- See the attached PD report for the full PD committee proposed calendar
- Questions about the purpose of the grade level meetings. The purpose of the grade level meeting is to try and create a common format across the curriculum. Discussion to try and create a common curriculum so that all ninth graders have horizontally integrated curriculum. This is a chance to have more collaboration across the curriculum.
- There was also questions about the iPad rollout and the technology committee. There will be 3 carts (105 iPads) with 35 in each cart. These iPad will need to be used and relocked for testing. The purpose of the technology PD is to ask the faculty what they want in terms of technology and to ask for feedback. There will be survey and discussion given at this professional development.
- NOTE: Some argued that tech training needs to be more ongoing throughout the semester. Suggestions for other topics including google docs training, MOODLE training, and MISIS training.
- Suggestion to cut arts integration or to make it voluntary and to give teachers planning time as an alternative.
- **MOTION (APPROVED): The governance council accepts the PD calendar with the changes outlined on the attached document.**

b. Clarification from LOOC regarding Brown Act

- All motions for the future need to be on the agenda
- Because the motions from the staffing committee (See 12/09/14 minutes) was not on the agenda, the principal argued that the passed motion should not be considered valid because it did not follow the Brown Act. In order to be considered valid, an item needs to have a description in the agenda.
- Another argument, however, was that this technicality would invalidate all the motions that we have made this year and that we do not want to this.
- Discussion on whether we should be following the letter or the spirit of the law
- Discussion that we need to post minutes and be open about all meetings. Further discussion that we need to make sure that all the parties concerned are communicated with in regards to all motions.
- Discussion to document the motion from the staffing committee and post according to the Brown Act and revoke on this one motion only.
- Discussion that all future motions should be comprised of a motion, a description, and a rationale.
- Discussion that ESBMM model already covers what the staffing committee motion was setting out to do.
- Discussion that any new motions that arise out of a meeting should be noted as an action item for the next meeting,

- Discussion about how parents can know about the meetings and note that many parents cannot participate because of the time of the meeting. Subsequent note that the leadership council decides when meetings should take place. We need to e-mail parents with minutes or have the parent representative relay ideas to the community.
- **MOTION: We will re-present the staffing motion in question and keep all other motions the same in the spirit of the Brown Act.**

c. Committee Reports

- Staffing committee report (concerns)'
 - 1) Concerns about "rumor mill" starting.
 - Concern from staffing committee: a foreign language teacher was assigned to the magnet without the knowledge of the magnet coordinator. According to a document from the principal from May 6th, 2014, the foreign language teacher was supposed to be part of the regular school.
 - Response to concern: At the interview the foreign language department chair was informed that this might be a magnet position. There was further discussion that in the future, the magnet coordinator or designee needs to be at the interview to make sure communication is getting through to the magnet teachers. All interviews need to have teachers, classified, etc., and needs to follow standard protocol.
 - Discussion about magnet audit. Further discussion also about the level of communication when hiring a magnet teacher and whether a history teacher would have been a better choice for the magnet program (because they can offer more classes).
 - 2) Concern about possible cutback comment in recent memo from principal. The staffing committee feels that cutting staff should be more collaborative and that if a position is being displaced, it needs to be discussed publicly. This needs to be balanced, however, with privacy concerns for individual teachers.
 - 3) The hiring process should be made more clear and transparent. People want to be familiarized with the hiring process and see a schematic showing all teachers in a flowchart.
 - Suggestion that we should have a billboard as a place for teachers to see new job offerings.
 - Concerns that hiring decisions are being made unilaterally
 - We also need to consider graduation requirements when hiring or displacing teachers
- Budget Report
 - Still trying to learn various codes and we are not 100% there
 - Trying to notify everyone on campus and make sure everything is as public as possible
 - Note that this is our first try at budget development
 - We are working on letting the department heads know how to come to us
 - Suggestion that we create a checklist of approved things so that we can make sure that all orders are being processed.

6. Announcements

7. Public Comment

Discussion from parents about the leadership room being moved from room 14 to 128. Wanted to know why the room was moved and if some of the supplies could stay there. The principal stated that this move was done for personnel reasons, but that he could not discuss this incident publicly.

Action Item: Desire to see an administrator create a class enrollment report that shows the number of students in every class as of the end of the week or the end of the second week.

Action Item: Curriculum and instruction committee suggested that they merge their committee with the instructional cabinet. This would not be a decision making body. This should be discussed at the next meeting.

8. Adjournment