

ALBEM Board Meeting Minutes

Wednesday, November 29, 2017

The meeting was called to order at 7:04 a.m. by Terence Booth.

Attendees were: Terence Booth, Connie Magee, Cindy Young, Donna Snyder, Marybeth Murray, Karen Williams, Veronica Plascencia, Marcie White, Ninette Rosa, and Ron Hoppe.

Approval of Minutes – Donna made the motion to approve the minutes from the meeting in October as read. Marybeth seconded the motion. All were in favor.

Treasurer's Report – Karen shared that the beginning balance in our account was \$10,726.88. After all revenues received and expenditures made, the total ending balance is \$16,828.16. There are still \$18,619.44 in the savings account and \$20,201.13 in a CD.

Answers from Meeting with Chris

Q: How are counselors being evaluated? All counselors have different duties assigned based on site's needs. How do counselors get moved to a different school level or from site to site?

A: Ruth Ashley and Carol Ortega are creating a focus group to look at the current counselor evaluation. Terence Booth will be a part of this focus group. Chris explained that counselors are assigned at a school site based on quota. For every 500 students, there is one counselor. With regards to how it is determined where a counselor is moved to, he shared that a counselor is hired as a counselor, regardless of the school level. Chris also shared that the counselors are part of the management team and therefore, are responsible for assisting with supervision of students up to 20 hours per semester. He mentioned that if a counselor is being moved to a different site, they will be notified sooner than in the past. He doesn't expect any layoffs, however there are 12 counselors on a Special Contract that are being funded by the site's CIE Plan and these contracts will expire at the end of the school year.

Q: Some schools are having issues with Outlook. How do these issues get resolved?

A: Any issues with Outlook should be addressed with Matt Woods in Information Services.

CAUSA Conference Update

Terence and Ron attended the California Urban Schools Administrators Conference in the bay area. They shared it was a great conference as always. They both agreed that LBUSD needs more representation especially because we are the biggest district that attends this conference. There was a great guest speaker, Tony Thurman. LAUSD will be hosting the next CAUSA conference scheduled for March 9-10. Visit www.caurbanschooladministrators.org for more information.

Announcements

- The Assistance League sent a big "THANK YOU" to ALBEM Members for the monetary donation made to support the purchase of uniforms for students..
- Ninette shared that projected enrollment for the 2018-2019 school year was sent to the school sites! This is very helpful for planning ahead.
- The next meeting with Chris Steinhauser is scheduled for Monday, January 22, 2018. These are some questions/concerns that came up:
 - o PE committee – Special Ed students are included in PE classes, however PE teacher allocation does not include SDC students.
 - o Maintenance Reorganization
 - o New payroll system – How much more will it impact the Office Supervisor's daily duties?
 - o It would be helpful if the Language Arts department could align their resources with what is provided by the Math department. The Math department provides a more in depth training and it is practical and useful information. Both departments could work together to provide teachers a stronger professional development as a whole. The documents or forms provided by the Language Arts department on line have out dated materials, poorly scanned materials, and not as easily accessible as the Math department. It is suggested that the Language Arts department embrace the technology.

Adjournment

Terence ended the meeting at 8:04 a.m.

Next ALBEM Meeting:
Tuesday, January 30, 2018
Holiday Inn Hotel Restaurant
2640 N. Lakewood Blvd.
7:00 a.m.